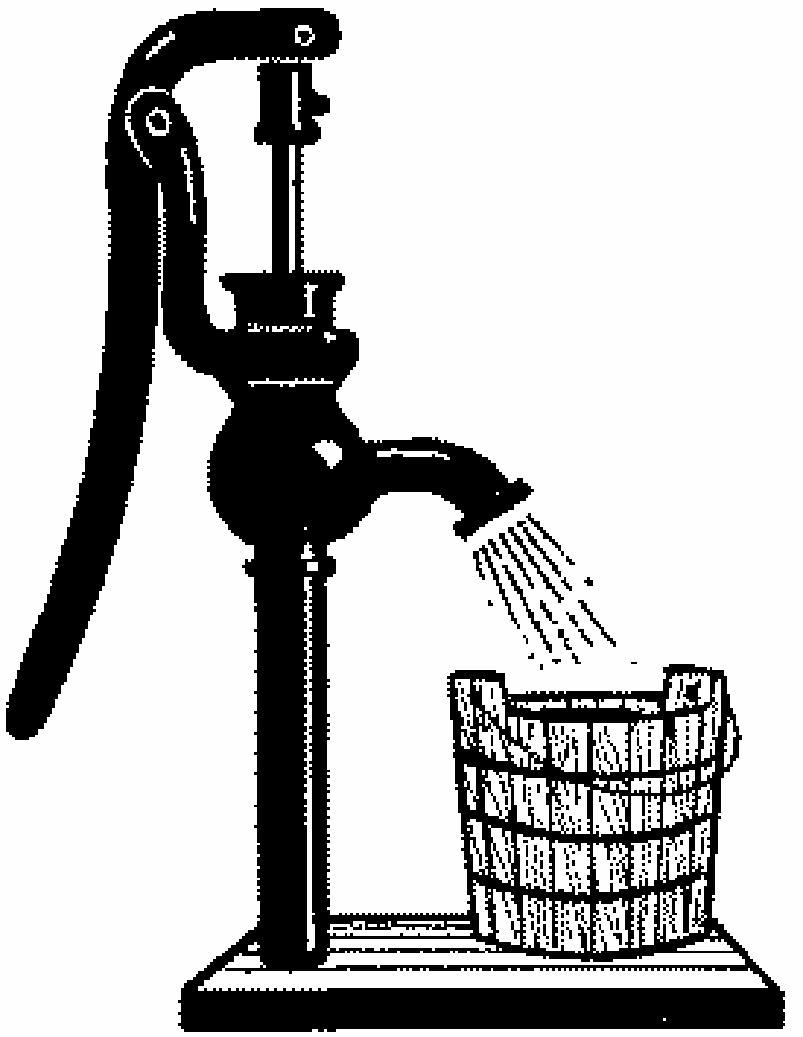
# Private Water Systems



User's Manual

# Private Water Systems

Health District Information System
HDIS (Windows Ver. 4.0 )

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CHC **Software, Inc.**
**Health District Information Systems**
**helpdesk@hdis.org**

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# Introduction

This program is designed to assist you in organizing a systematic approach to entering your Private Water systems and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

# About This Manual

***The Private Water Systems Module*** is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read [ENTER], press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed **[ ]** instructions of what to type into a field.

Note: **For Technical Support, email: helpdesk@hdis.org**

# Navigation

Whenever you see one click the left side of your mouse once.

Whenever you see two click the left side of your mouse twice.

## Navigation Keys For Entering Information

**Tab** or **ENTER** to move to next field

**Shift** **Tab** or **Up** to go back one field

**Alt** + **R** places you in the receipt screen.

## Editing Keys

**Backspace** deletes one character left of cursor

**Delete** deletes one character

**Insert** inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.

# Starting HDIS

## MICROSOFT Windows Users

**Start**

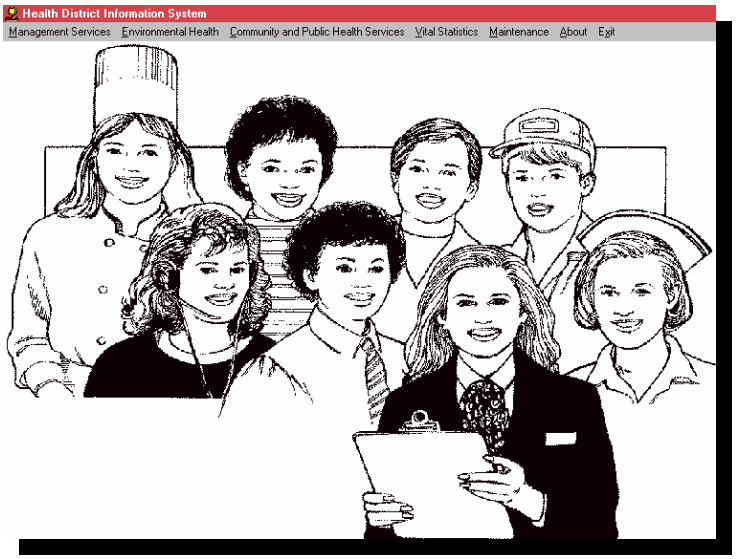
**Programs**

**Health District Info Systems**

**HDIS**

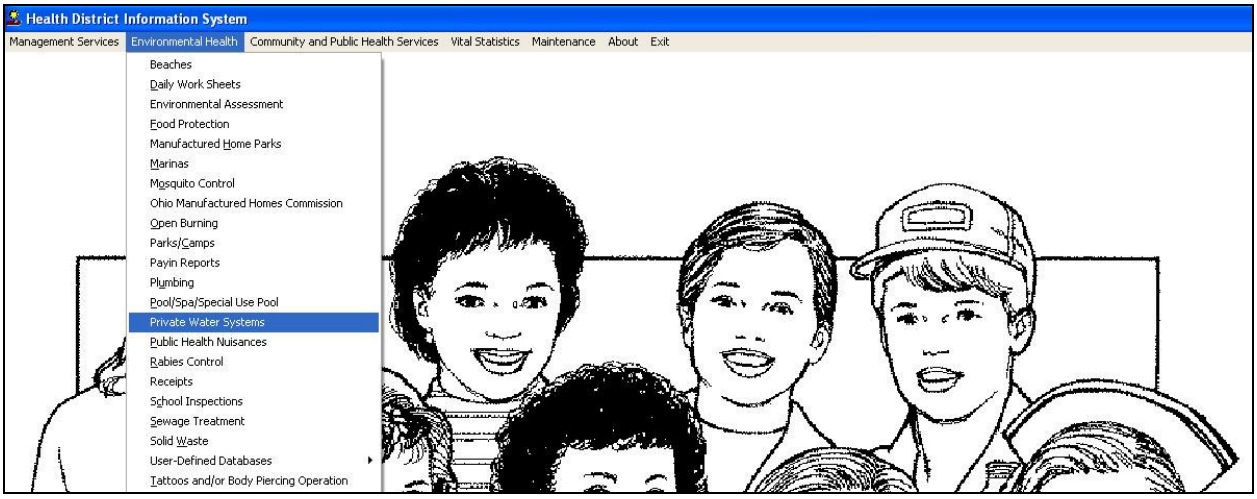
# Health District Information System Menu Bar

**HDIS (Health District Information System)** has several different modules designed to assist your health district in its day-to-day operations. The **Private Water Systems module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



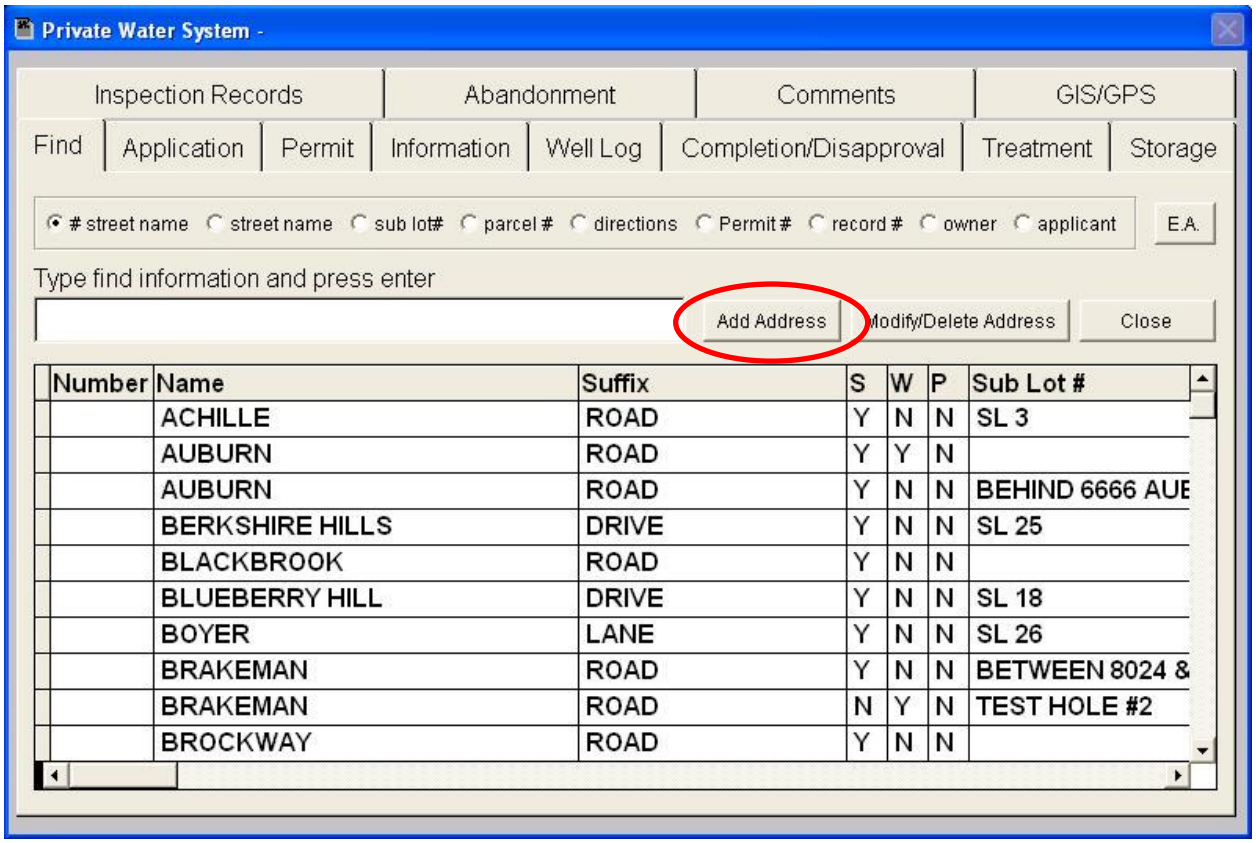

**Select Environmental Health**

**Select Private Water Systems**



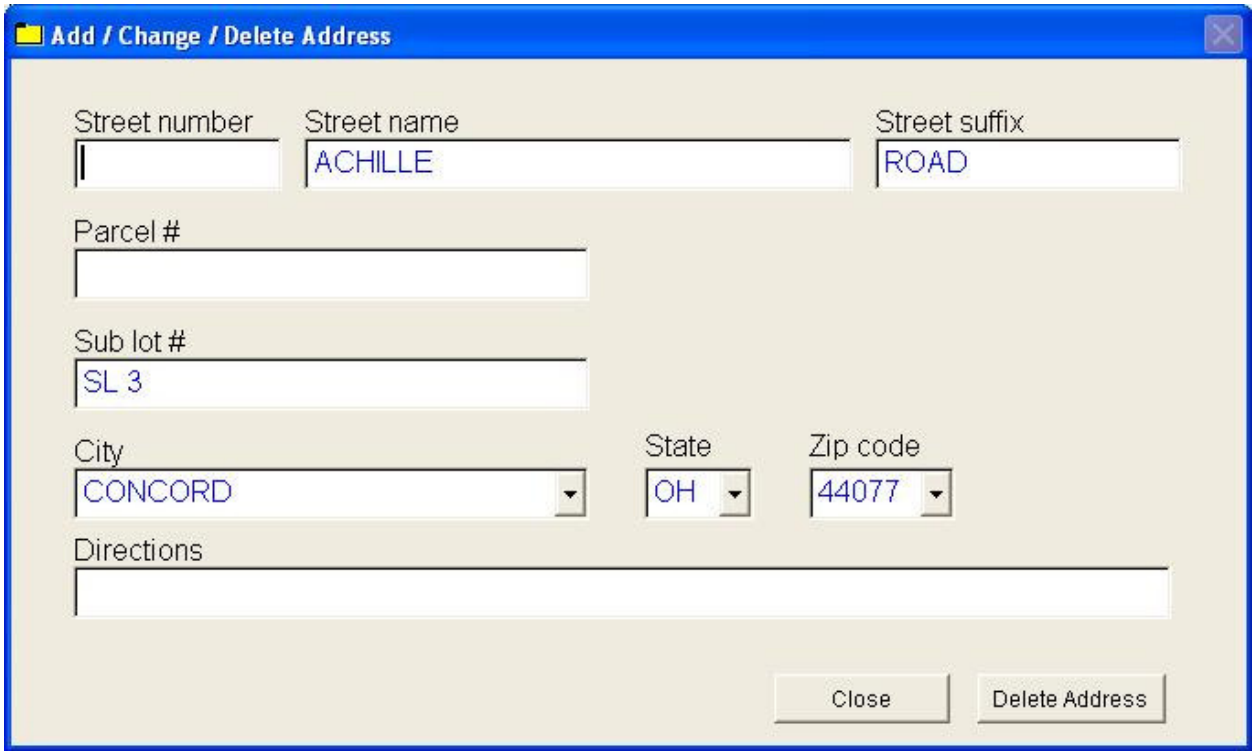

**Private Water Systems**

# Entering a Private Water System




The **FIND** tab on the Private Water Systems window is for locating a Private Water System. You can browse through the grid to find an address or type the address in the **Type find information and press enter** field and then press the **Enter** key on your keyboard. Click the "**Add Address**" button to enter a new address.

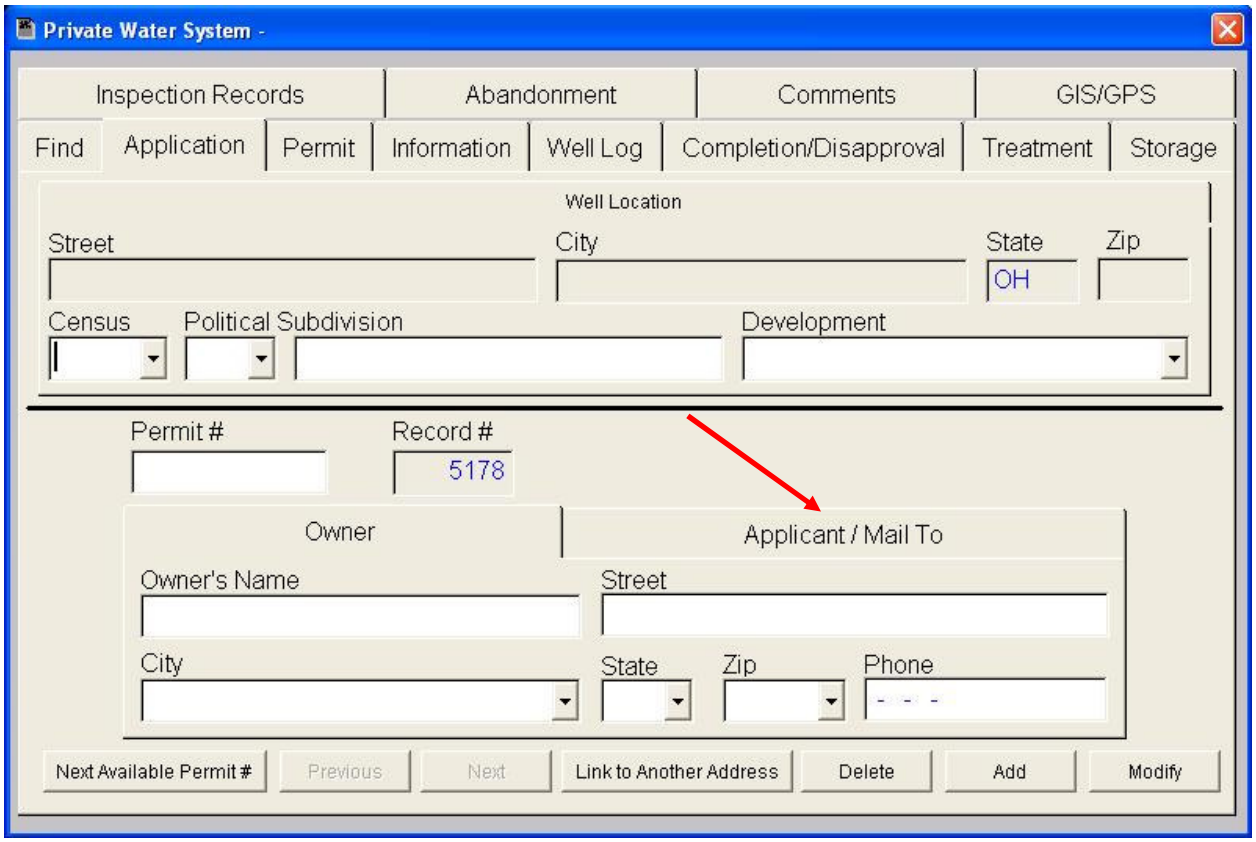
| **Radio Button** | **Description** |
|---|---|
| # Street Name | Click to find a location by street number and name |
| Street name | Click to find a location by street name |
| Parcel # | Click to find a location by parcel # |
| Sub lot # | Click to find a location by sub lot # |
| Directions | Click to find a location by directions |
| Permit # | Click to find a location by permit # |
| Record # | Click to find a location by record # |
| Owner | Click to find a location by owner name |
| Applicant | Click to find a location by applicant |
| E.A. | Click to view the Environmental Assessment on that address |
| Modify/Delete Address | Click to modify or delete an existing address |
| Close | Click to exit the program |




Once you have clicked the "**Add Address**" button, you can begin to enter information into the fields. Remember, you can use the "**Tab**" or the "**Enter**" button to advance from field to field. On this page, you will fill out information on the address.

When finished, click "**Close**".

# Owner/Applicant




The **Owner/Applicant** information page is for entering information on the owner and the "mail to" address of the Private Water system.

| **Button** | **Description** |
|---|---|
| Previous | Click to go to the previous water system |
| Next | Click to go to the next water system |
| Link to Another Address | Click to link the water system to another address |
| Delete | Click to delete the water record |
| Add | Click to add another water system |
| Modify | Click to modify the record |

When in the "**Owner's Name**" field, use:

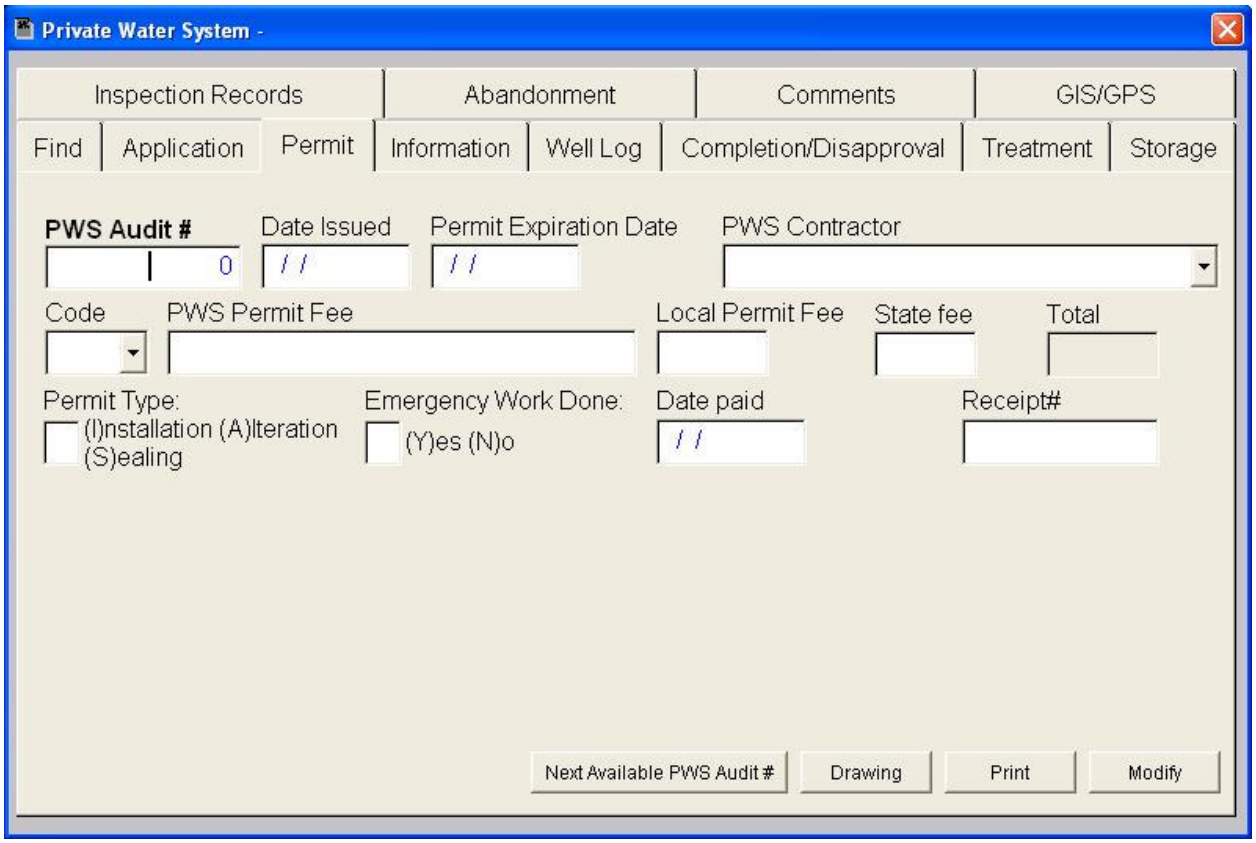
**CTRL L** – to copy the location address entered above.

**CTRL S** – to copy the owner information from a previously entered owner in Sewage Disposal – Residential

**CTRL P** – to copy the owner information from a previously entered owner in Plumbing – Residential

# Permit

**Permit**

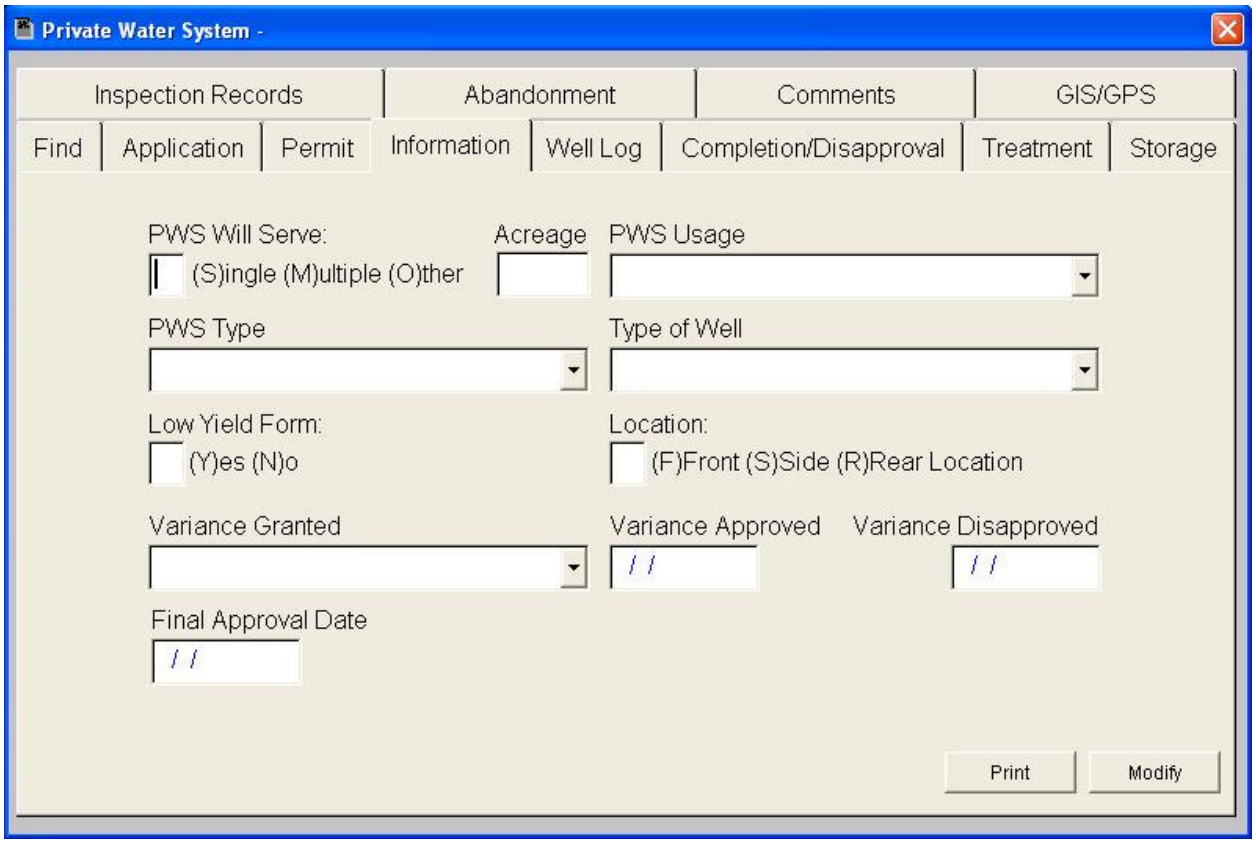



Enter the permit information for the private water system.

| Button | Description |
|---|---|
| Drawing | You may save drawings in a folder and link them to this record. The drawings may be .pdf or .jpg. Set up the drawings folder in your general profile. Save the drawings with the same name as the PWS audit number. HDIS will automatically search for the file. If not, an open window will appear for you to make the selection. |
| Next Available PWS Audit # | Click to assign the next available audit # to the property |
| Print | Click to open the print window |
| Modify | Click to modify the record |

# Information

## Information



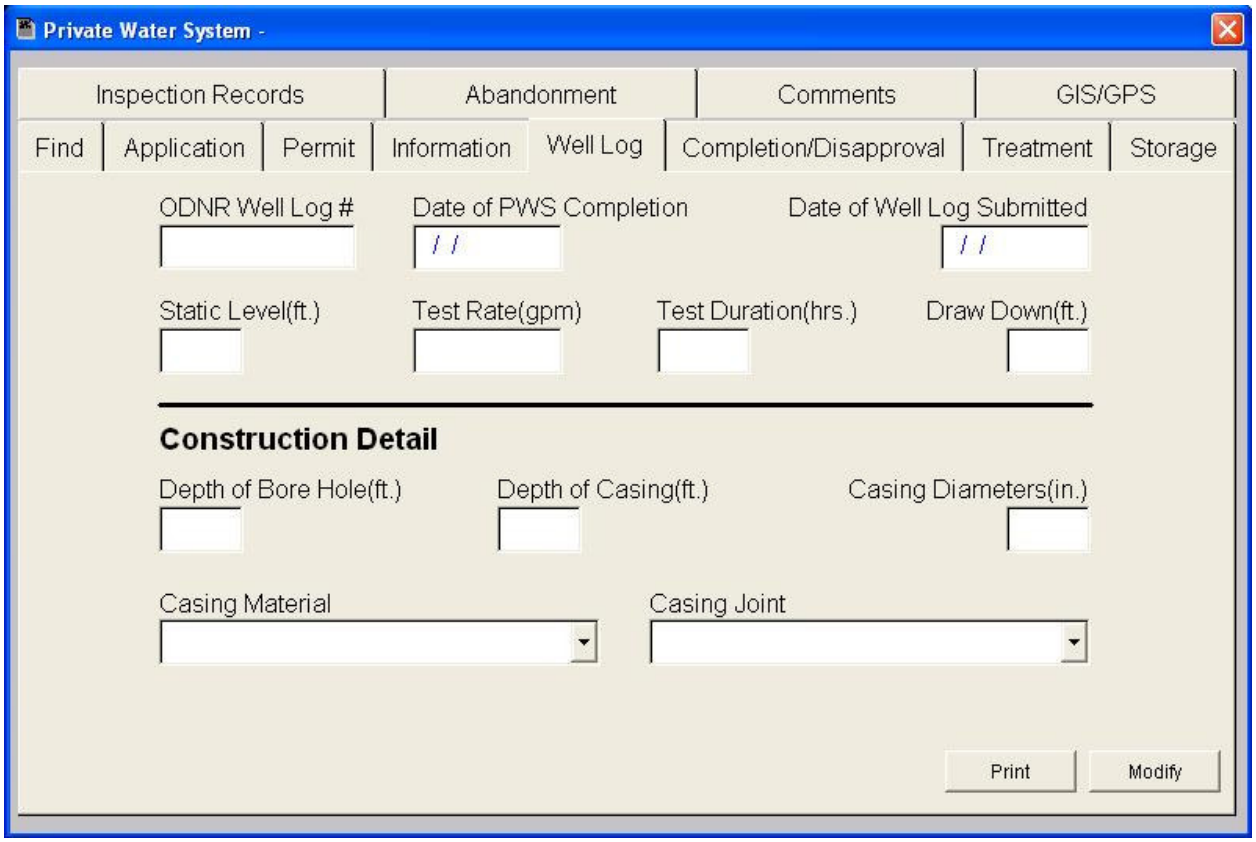

Continue entering information on the private water system. All drop-down selections are built under the "**Maintenance Menu**", which will be discussed further in this manual.

| **Button** | **Description** |
|---|---|
| Modify | Click to modify the record |
| Print | Click to open the print window |

.

# Well Log

## Well Log

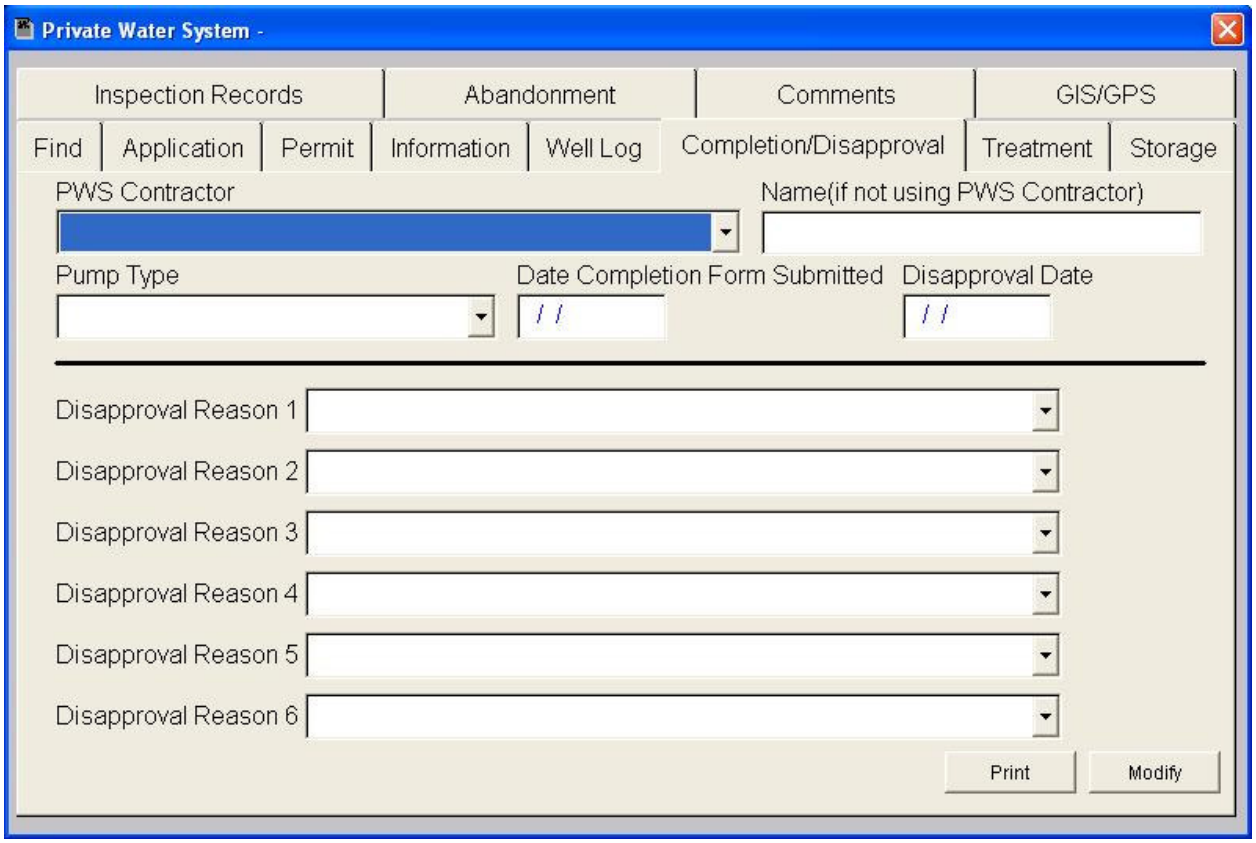



Enter information on the Well Log.

| Button | Description |
|---|---|
| Modify | Click to modify the record |
| Print | Click to open the print window |

# Completion/Disapproval

## Completion/Disapproval

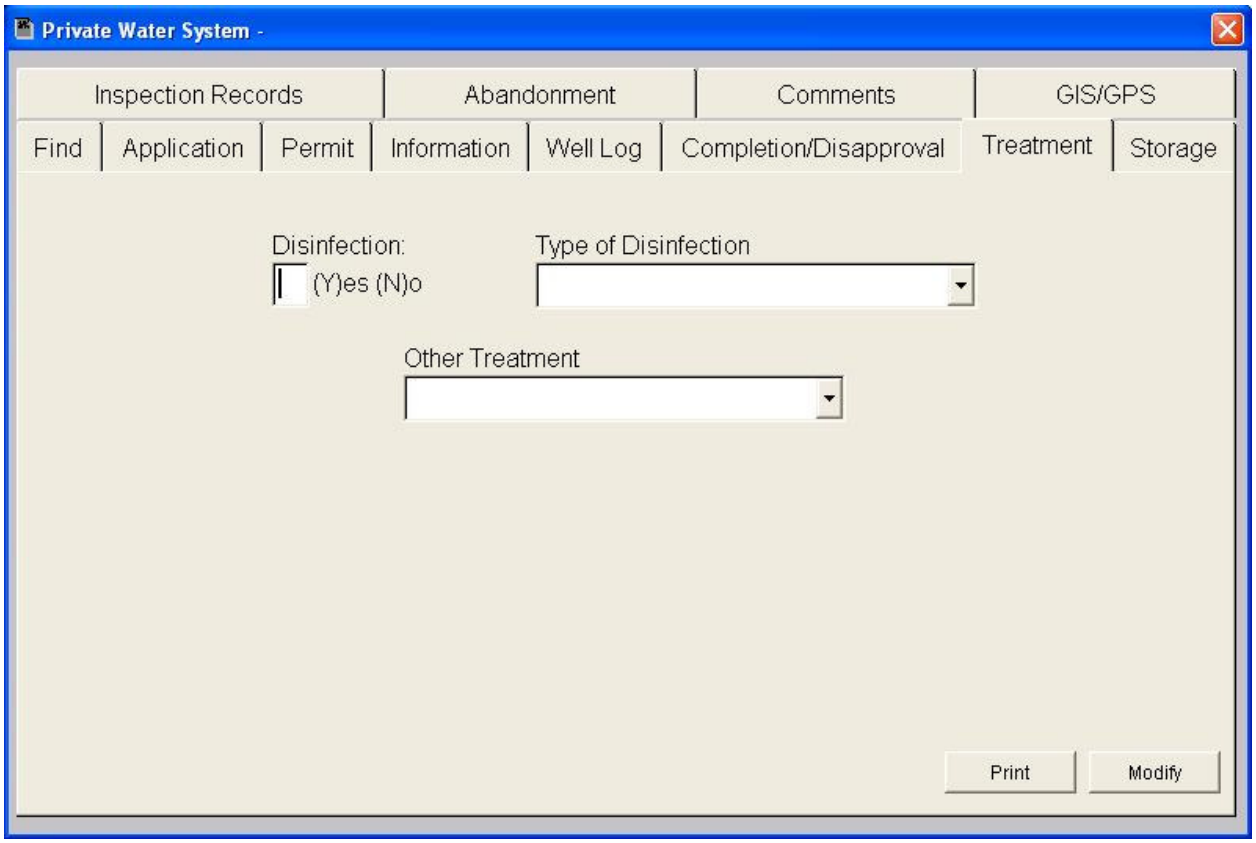



Enter information on the system contractor and up to six disapproval reasons.

| Button | Description |
|---|---|
| Modify | Click to modify the record |
| Print | Click to open the print window |

# Treatment

## Treatment

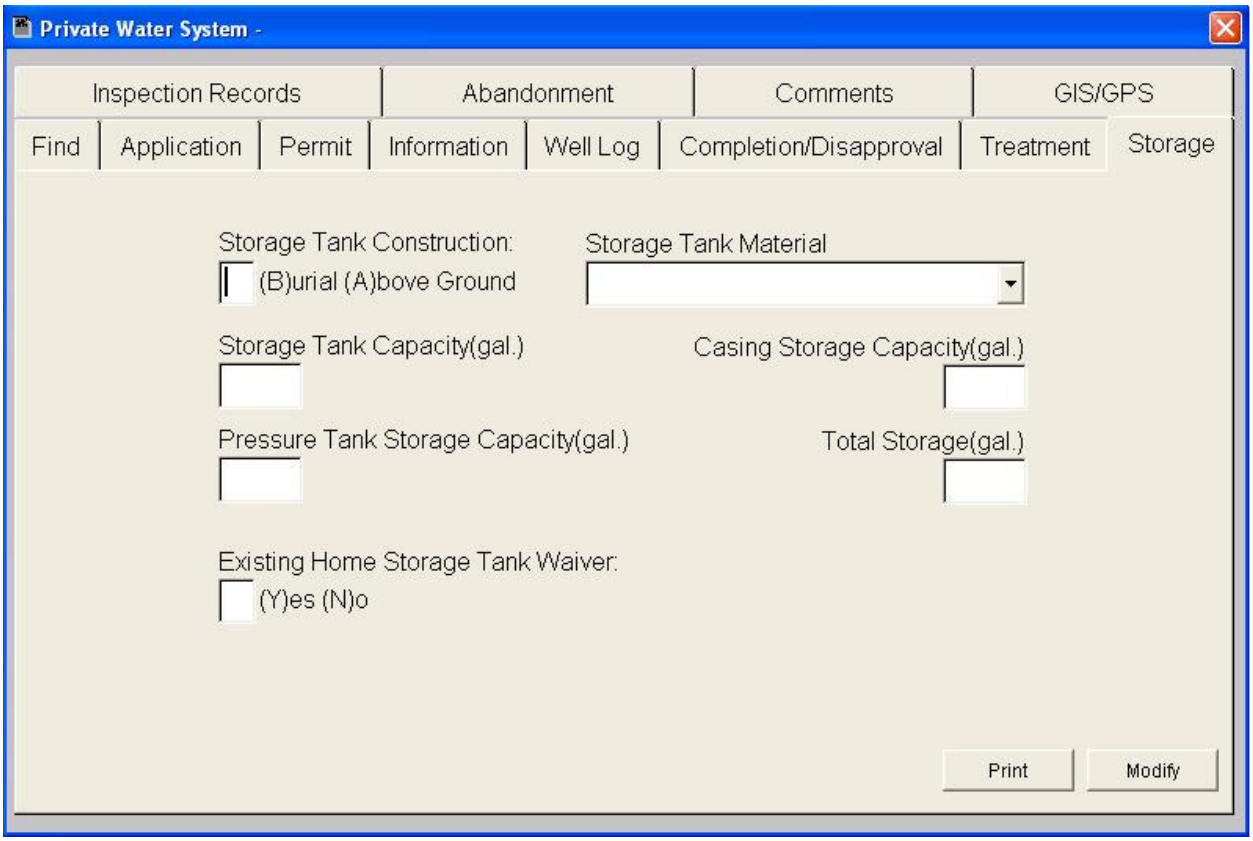



Enter information on the system treatment.

| Button | Description |
|---|---|
| Modify | Click to modify the record |
| Print | Click to open the print window |

# Storage

## Storage

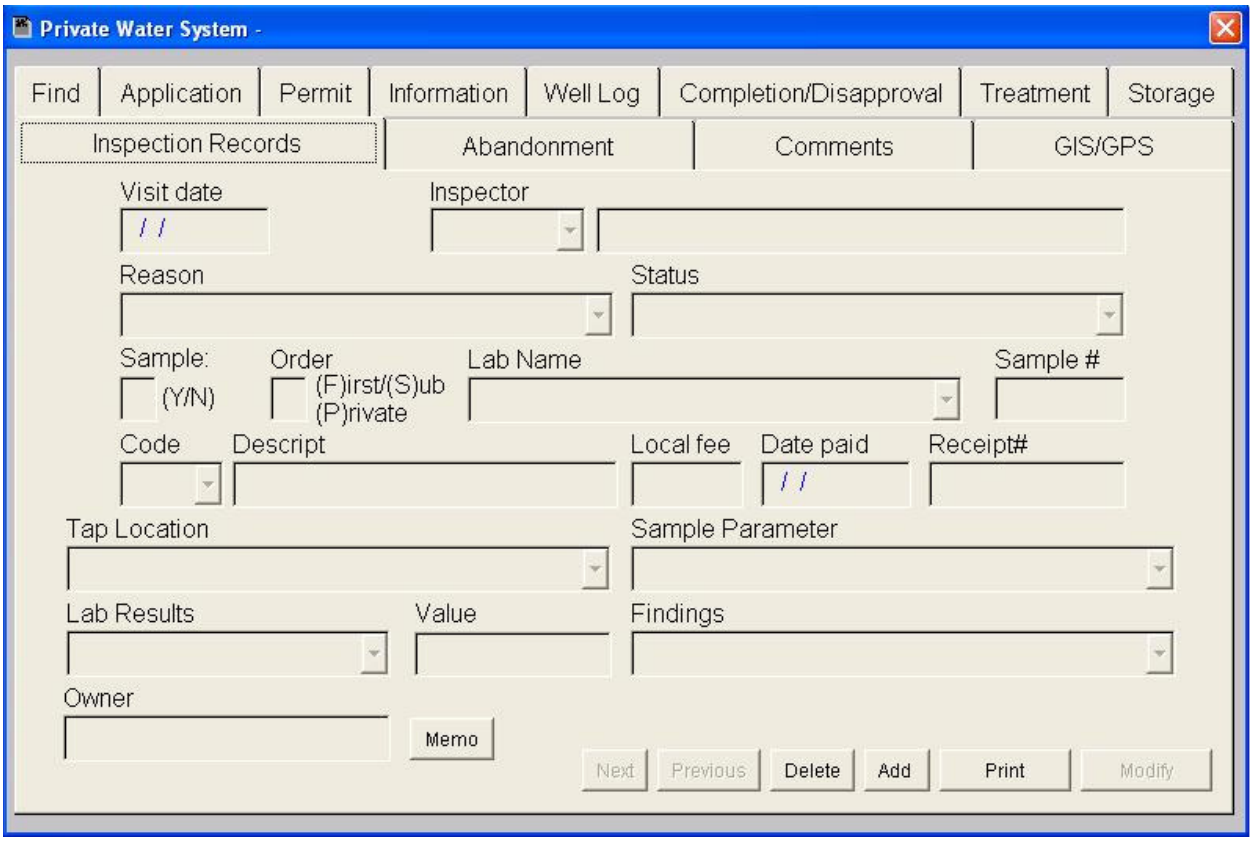



Enter information on the storage tank.

| Button | Description |
|---|---|
| Modify | Click to modify the record |
| Print | Click to open the print window |

# Inspection Records

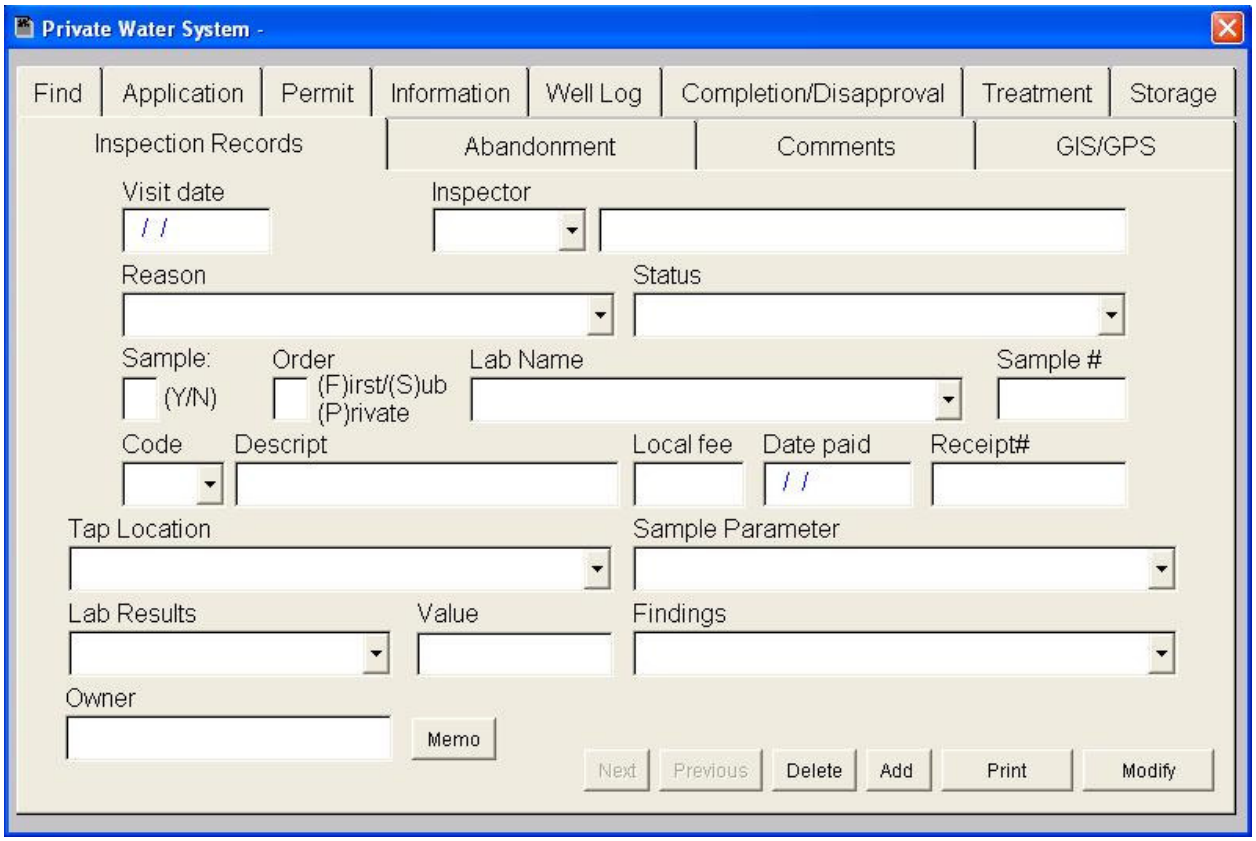
## Inspection Records




The **Inspection Record** tab is disabled until you click the "**Add**" button to add an inspection. **You are able to enter unlimited inspections.**

| **Button** | **Description** |
|---|---|
| Modify | Click to modify the record |
| Print | Click to open the print window |

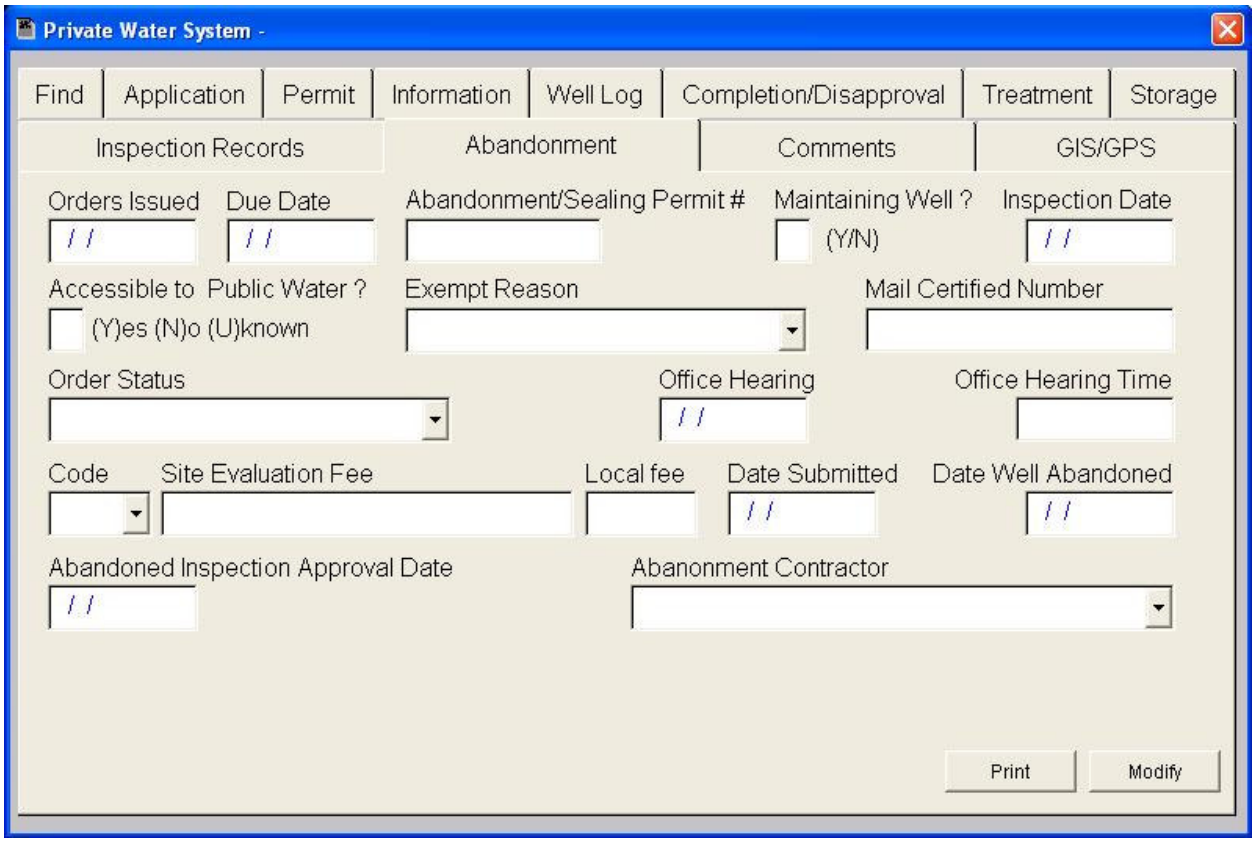
## Add




| Field/Button | Description |
|---|---|
| Memo | Click to enter general notes on the inspection |
| Next | Click to go to the next inspection |
| Previous | Click to go to the previous inspection |
| Delete | Click to delete the inspection |
| Add | Click to add an inspection |
| Print | Click to open the print window |
| Modify | Click to modify a record |

# Abandonment

## Abandonment

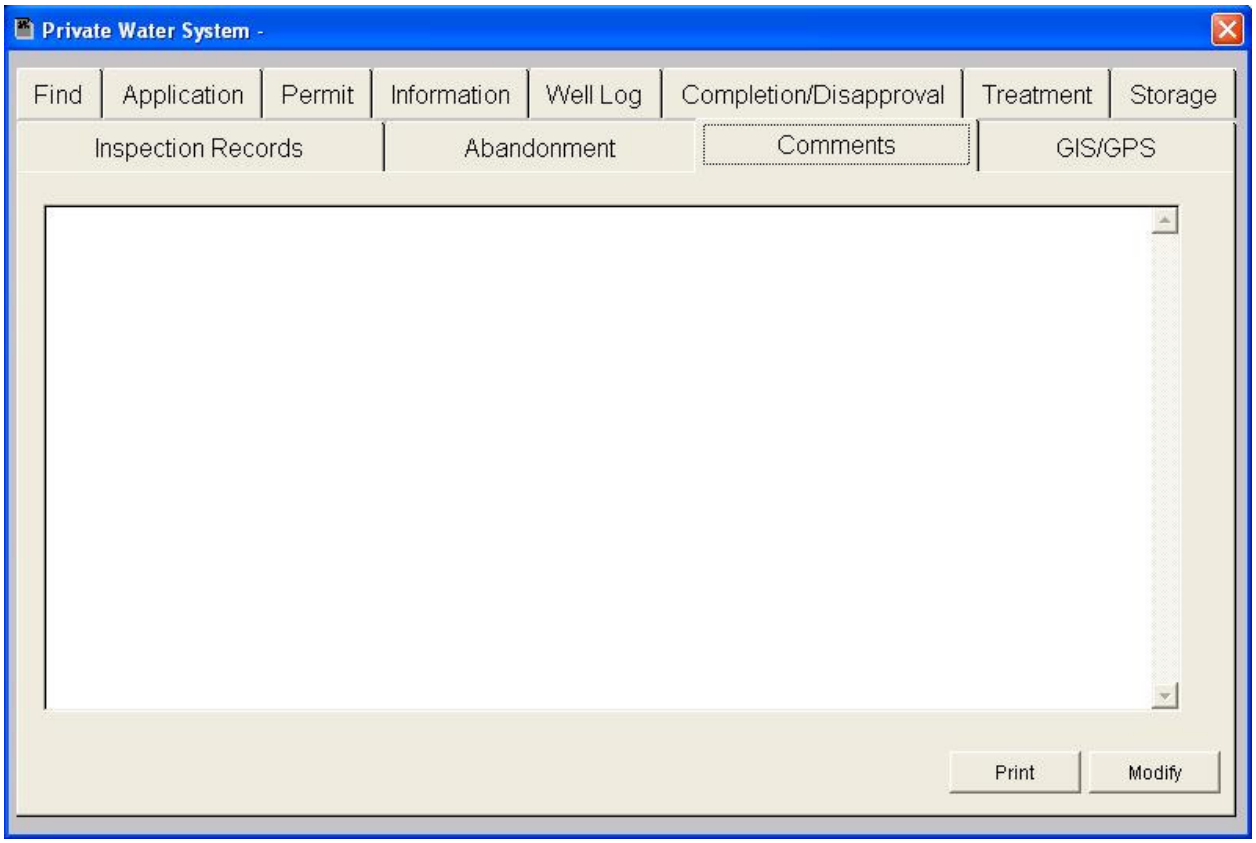



Enter information on the abandonment.

| Button | Description |
|---|---|
| Modify | Click to modify the record |
| Print | Click to open the print window |

# Comments

## Comments

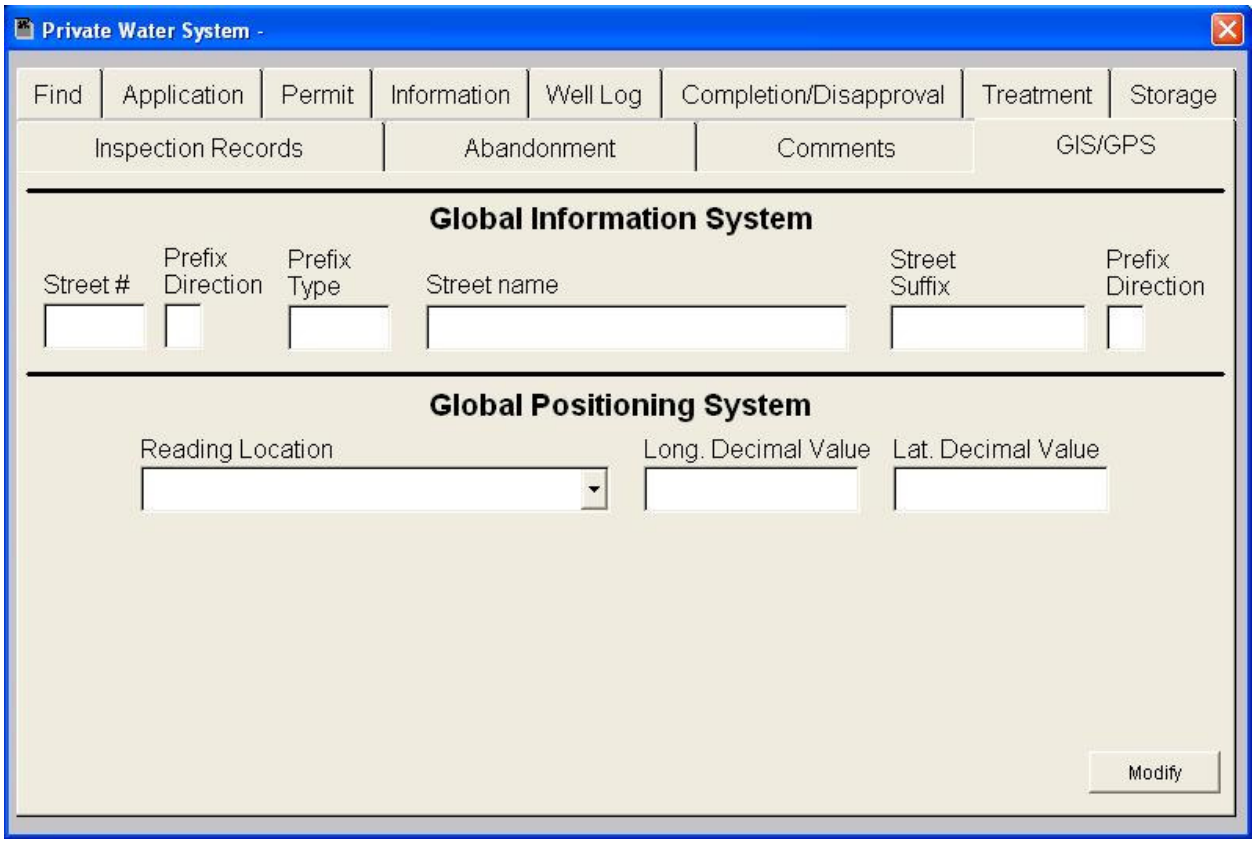



Enter your comments on the private water systems.

| Button | Description |
|---|---|
| Modify | Click to modify the record |
| Print | Click to open the print window |

# GIS/GPS

**GIS/GPS**

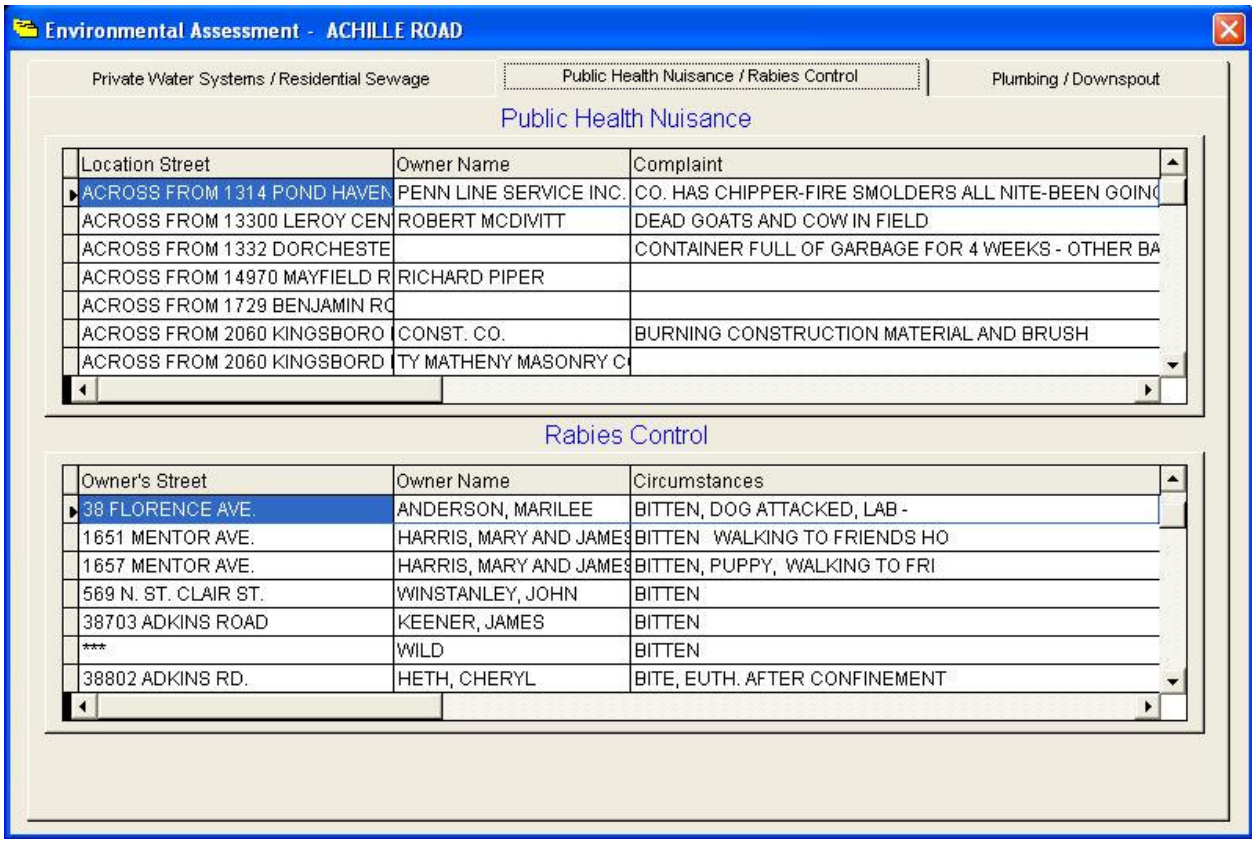



The "**GIS/GPS**" tab allows you to enter your GPS coordinates for mapping purposes.

| **Field/Button** | **Description** |
|---|---|
| Street # | (automatically filled out when you enter the address) |
| Prefix Direction | (automatically filled out when you enter the address) |
| Prefix Type | (automatically filled out when you enter the address) |
| Street Name | (automatically filled out when you enter the address) |
| Street Suffix | (automatically filled out when you enter the address) |
| Prefix Direction | (automatically filled out when you enter the address) |
| Latitude Decimal Value | Enter the latitude **DECIMAL** value of the location. |
| Longitude Decimal Value | Enter the longitude **DECIMAL** value of the location. |
| Modify | Click to modify the information on the page. |

# Environmental Assessment

## Environmental Assessment

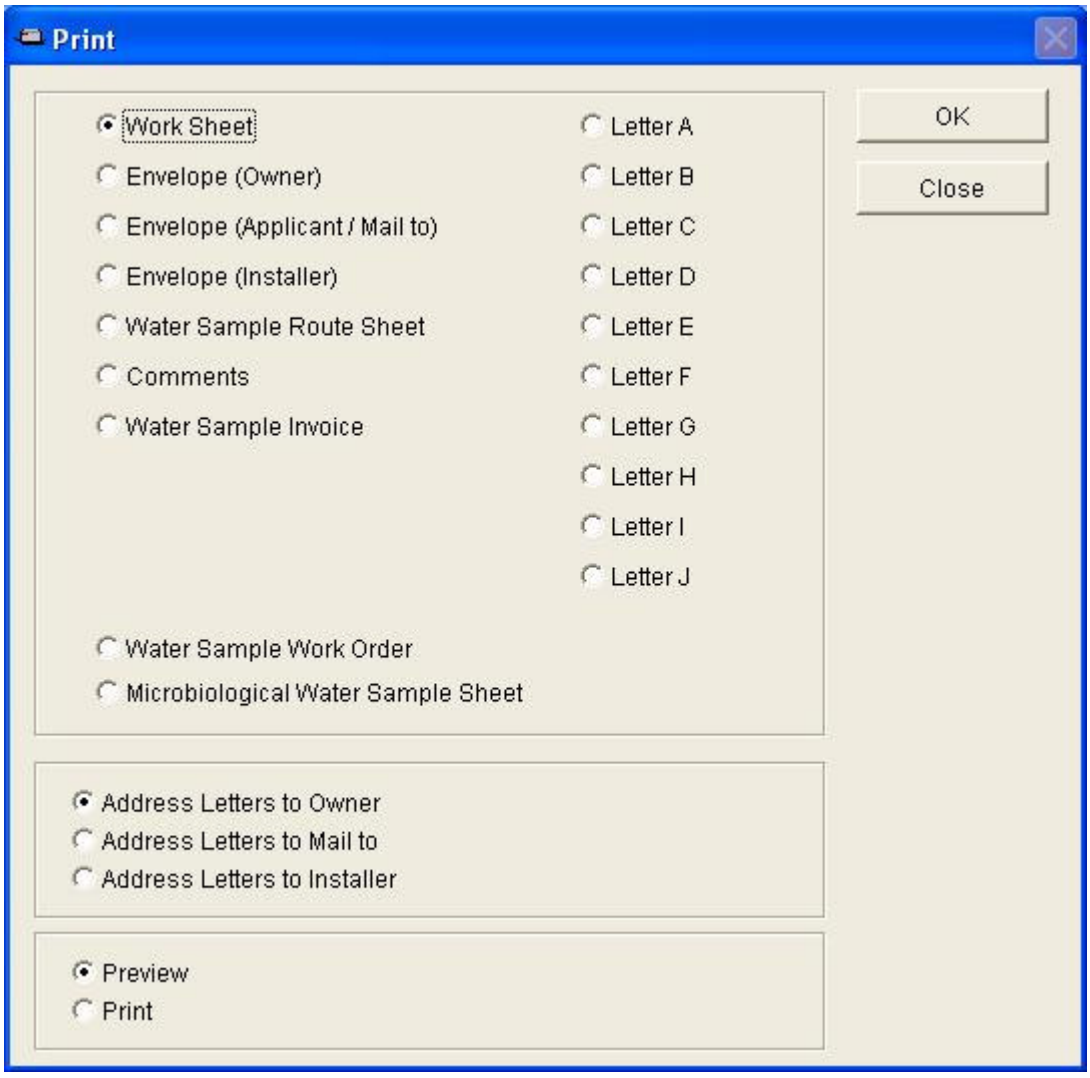



The "**Environmental Assessment**" button will display the following information for the address:

Sewage Record
Private Water System Record
Plumbing Record
Public Health Nuisance Record
Rabies Control Record

# Print Button

**Print**




**Print:** The print button is available on all the tabs.

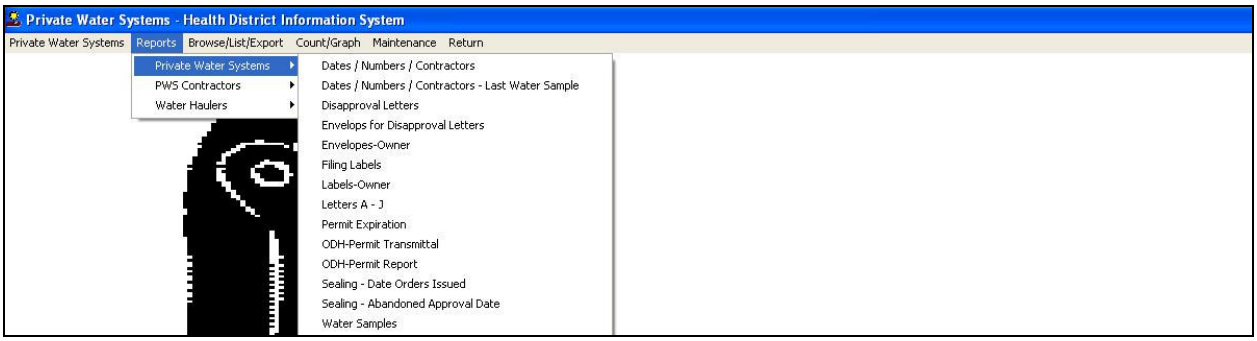
**** Note: All permits, applications, and letters are designed under the Maintenance Menu.****

| Field/Button | Description |
|---|---|
| Work Sheet | Prints the work sheet inspection records. |
| Envelope (Owner) | Prints an envelope addressed to the owner. |
| Envelope (Applicant/Mail To) | Prints an envelope addressed to the applicant. |
| Envelope (Installer) | Prints an envelope addressed to the installer. |
| Water Sample Route Sheet | Prints the water sample route sheet. |
| Comments | Prints the comment page. |
| Water Sample Invoice | Prints a water sample invoice for the dates that you enter. |

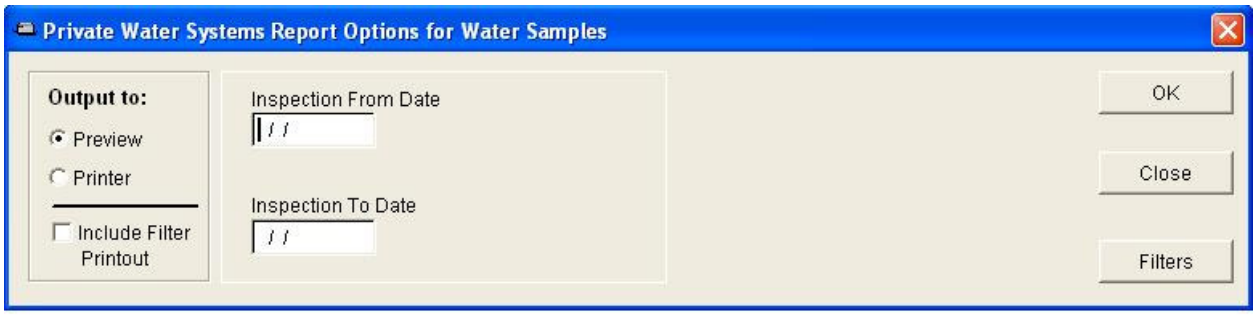
| | |
|---|---|
| Water Sample Work Order | Prints the water sample work order. |
| Microbiological Water Sample Sheet | Prints the water sample sheet. |
| Letters A - J | Prints the selected letter. |
| Address Letters to Owner | Addresses the selected letter to the owner. |
| Address Letters to Requestor | Addresses the selected letter to the “mail to”. |
| Address Letters to Installer | Addresses the selected letter to the installer. |
| OK | Prints/previews the form. |
| Close | Closes the print menu. |
| Preview | Selects the output to preview. |
| Print | Selects the output to the printer. |

# Reports

## Reports




**The Water System program** has a set of pre-defined reports to choose from. Each report will ask for a "**From date issued"** and a "**To date issued.**




You may preview the report before printing. Also, you have the ability to use filters to build a query.

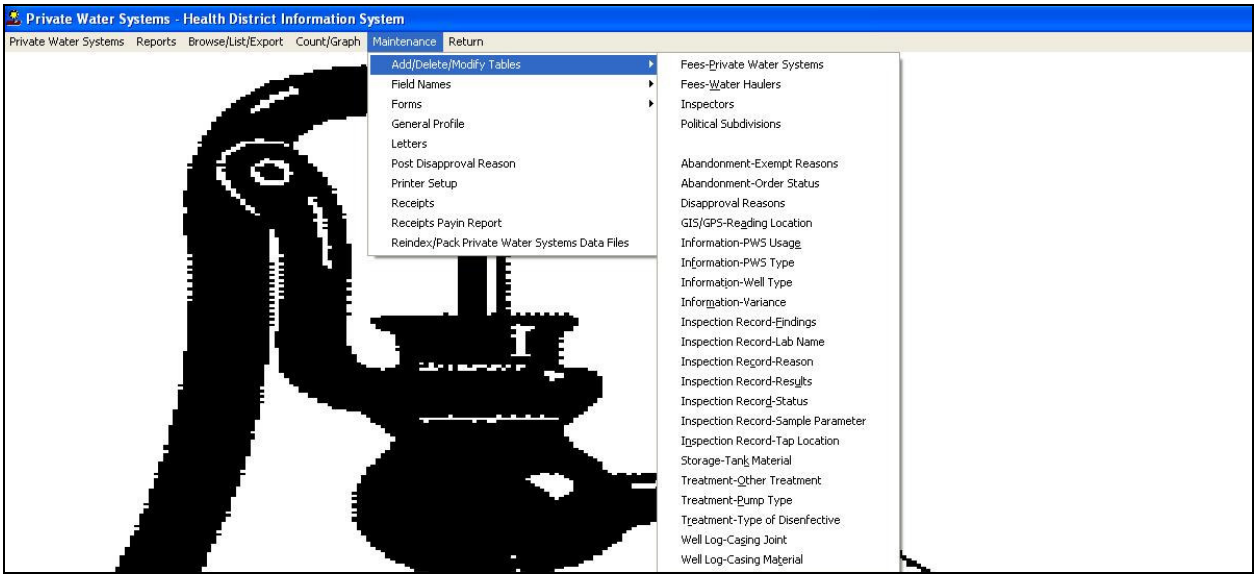
### Reports

| Report | Description |
|---|---|
| Date/Numbers/Contractors | Report prints info on Legal Size and Landscape.<br>Use the Filters button for specific needs. |
| Date/Numbers/Contractors – List Water Sample | Report prints info on Legal Size and Landscape.<br>Use the Filters button for specific needs. |
| Disapproval Letters | Print Disapproval Letters in bulk |
| Envelopes for Disapproval Letters | Prints envelopes in bulk for the disapproval letters. |
| Envelopes - Owner | Addresses envelopes to the owner |
| Filing Labels | Prints filing labels for your addresses. |
| Labels – Owner | Prints filing labels for your addresses by owner. |
| Letters – A - J | Prints the selected letter in bulk. |
| Permit Expiration | Prints a list of expired systems. |
| ODH Permit - Transmittal | Ohio Department of Health Monthly Transmittal – For PWS Audit Number |

| | |
|---|---|
| ODH Permit Report | Ohio Department of Health Monthly Report – For PWS Audit Number |
| Sealing – Date Orders Issued | Report of Wells Ordered to Seal |
| Sealing – Abandoned Approval Date | Report of Wells that have been approved to cap. |
| Water Samples | Prints out the water sample report. |

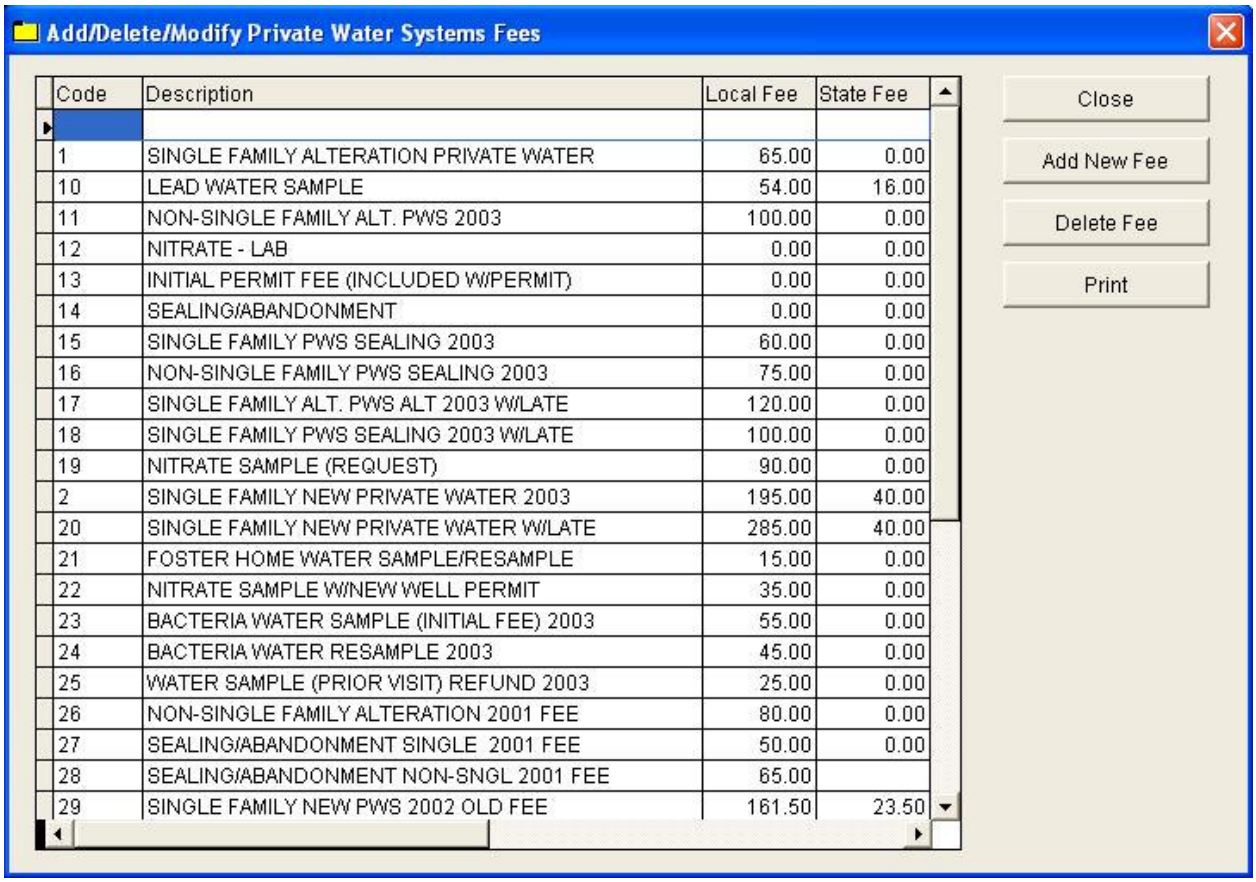
# Maintenance - Add/Delete/Modify Tables

## Maintenance



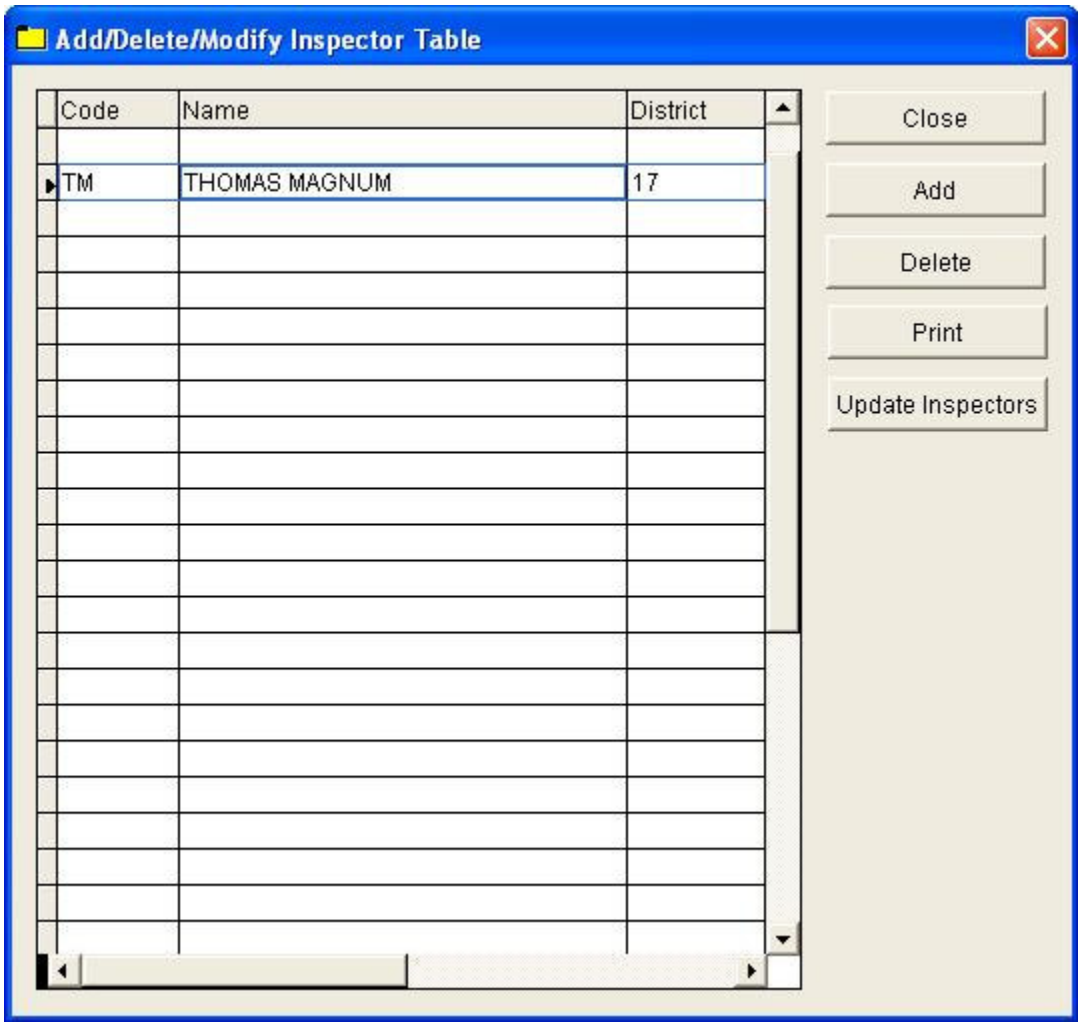

The maintenance menu contains a list of the tables that you can modify for your program.

## Fees – Private Water Systems


Add/Delete/Modify Private Water Systems Fees
Code
Description
Local Fee
State Fee
1 SINGLE FAMILY ALTERATION PRIVATE WATER 65.00 0.00
10 LEAD WATER SAMPLE 54.00 16.00
11 NON-SINGLE FAMILY ALT. PWS 2003 100.00 0.00
12 NITRATE - LAB 0.00 0.00
13 INITIAL PERMIT FEE (INCLUDED W/PERMIT) 0.00 0.00
14 SEALING/ABANDONMENT 0.00 0.00
15 SINGLE FAMILY PWS SEALING 2003 60.00 0.00
16 NON-SINGLE FAMILY PWS SEALING 2003 75.00 0.00
17 SINGLE FAMILY ALT. PWS ALT 2003 W/LATE 120.00 0.00
18 SINGLE FAMILY PWS SEALING 2003 W/LATE 100.00 0.00
19 NITRATE SAMPLE (REQUEST) 90.00 0.00
2 SINGLE FAMILY NEW PRIVATE WATER 2003 195.00 40.00
20 SINGLE FAMILY NEW PRIVATE WATER W/LATE 285.00 40.00
21 FOSTER HOME WATER SAMPLE/RESAMPLE 15.00 0.00
22 NITRATE SAMPLE W/NEW WELL PERMIT 35.00 0.00
23 BACTERIA WATER SAMPLE (INITIAL FEE) 2003 55.00 0.00
24 BACTERIA WATER RESAMPLE 2003 45.00 0.00
25 WATER SAMPLE (PRIOR VISIT) REFUND 2003 25.00 0.00
26 NON-SINGLE FAMILY ALTERATION 2001 FEE 80.00 0.00
27 SEALING/ABANDONMENT SINGLE 2001 FEE 50.00 0.00
28 SEALING/ABANDONMENT NON-SNGL 2001 FEE 65.00
29 SINGLE FAMILY NEW PWS 2002 OLD FEE 161.50 23.50
Close
Add New Fee
Delete Fee
Print

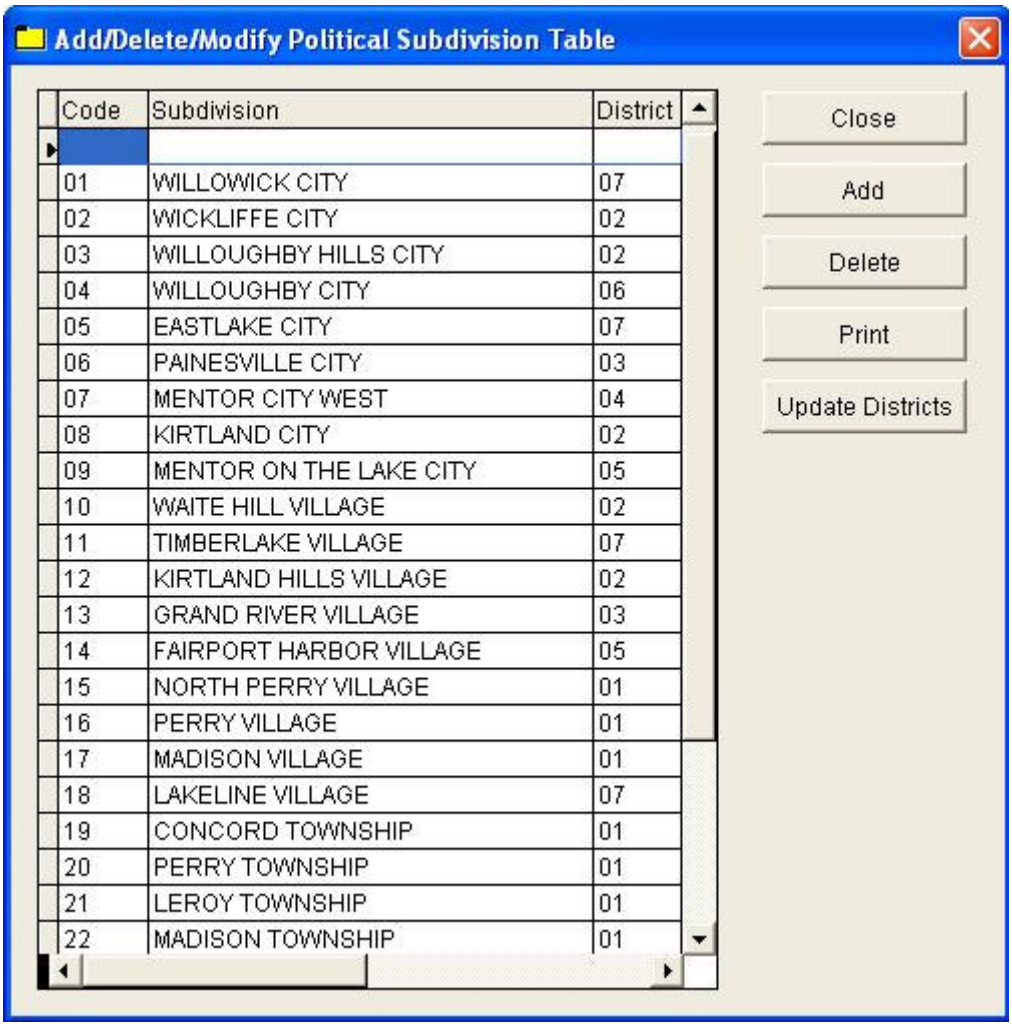
| Field/Button | Description |
|---|---|
| Code | Enter the code of the fee |
| Description | Enter the description of the code |
| Local Fee | Enter your local health department fee |
| State Fee | Enter states fee |
| Close | Closes the table |
| Add New Fee | Adds a new fee to the table |
| Delete Fee | Deletes the highlighted fee |
| Print | Prints a list of fee codes |

## Inspectors



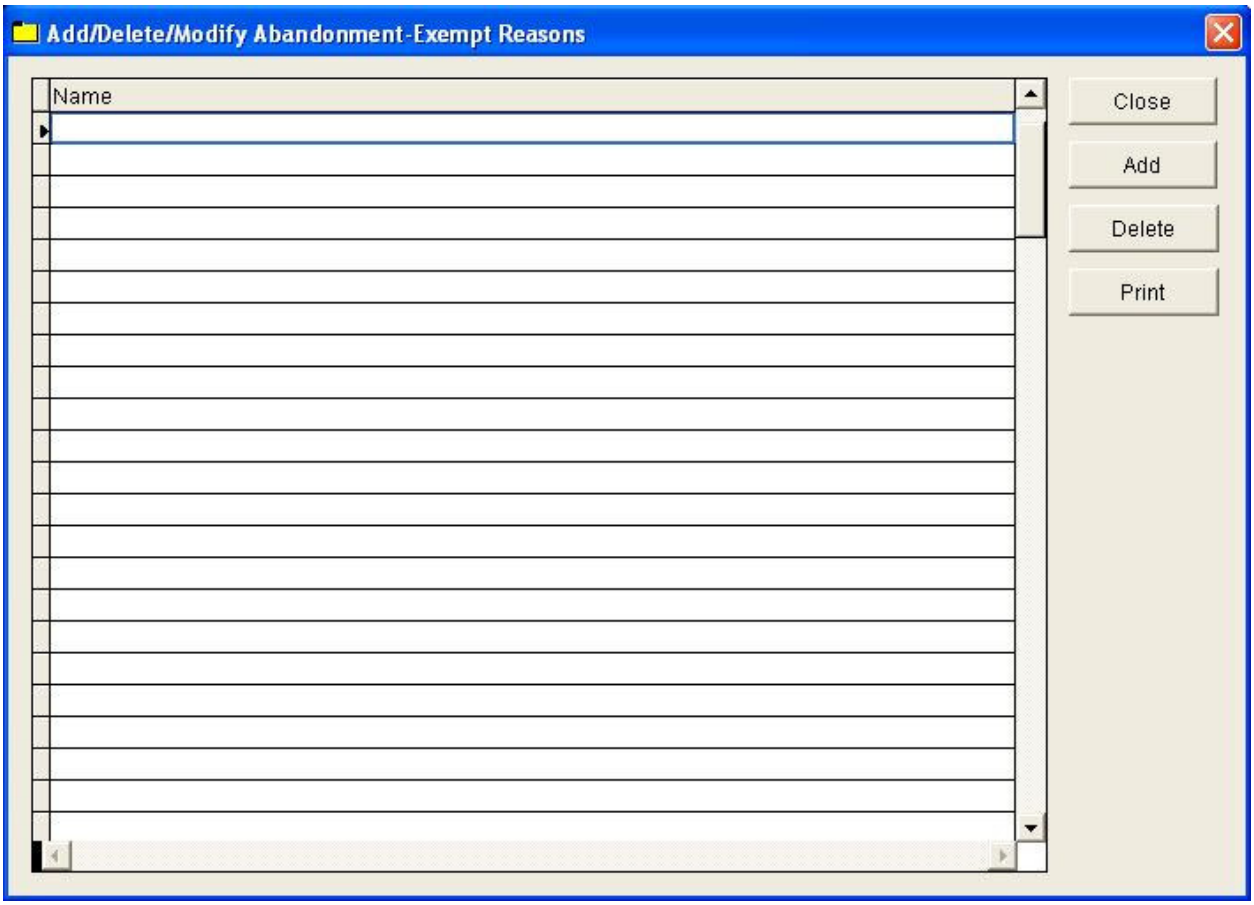

| Field/Button | Description |
|---|---|
| Code | Enter a code for the inspector |
| Name | Enter the name of the inspector |
| District | Enter the inspector's district (optional) |
| Close Button | Closes the table |
| Adds Button | Adds an inspector to the table. |
| Delete Button | Deletes a highlighted entry |
| Print Button | Prints the list |
| Update Inspectors | Use this to assign inspectors by political subdivision. |

## Political Subdivisions



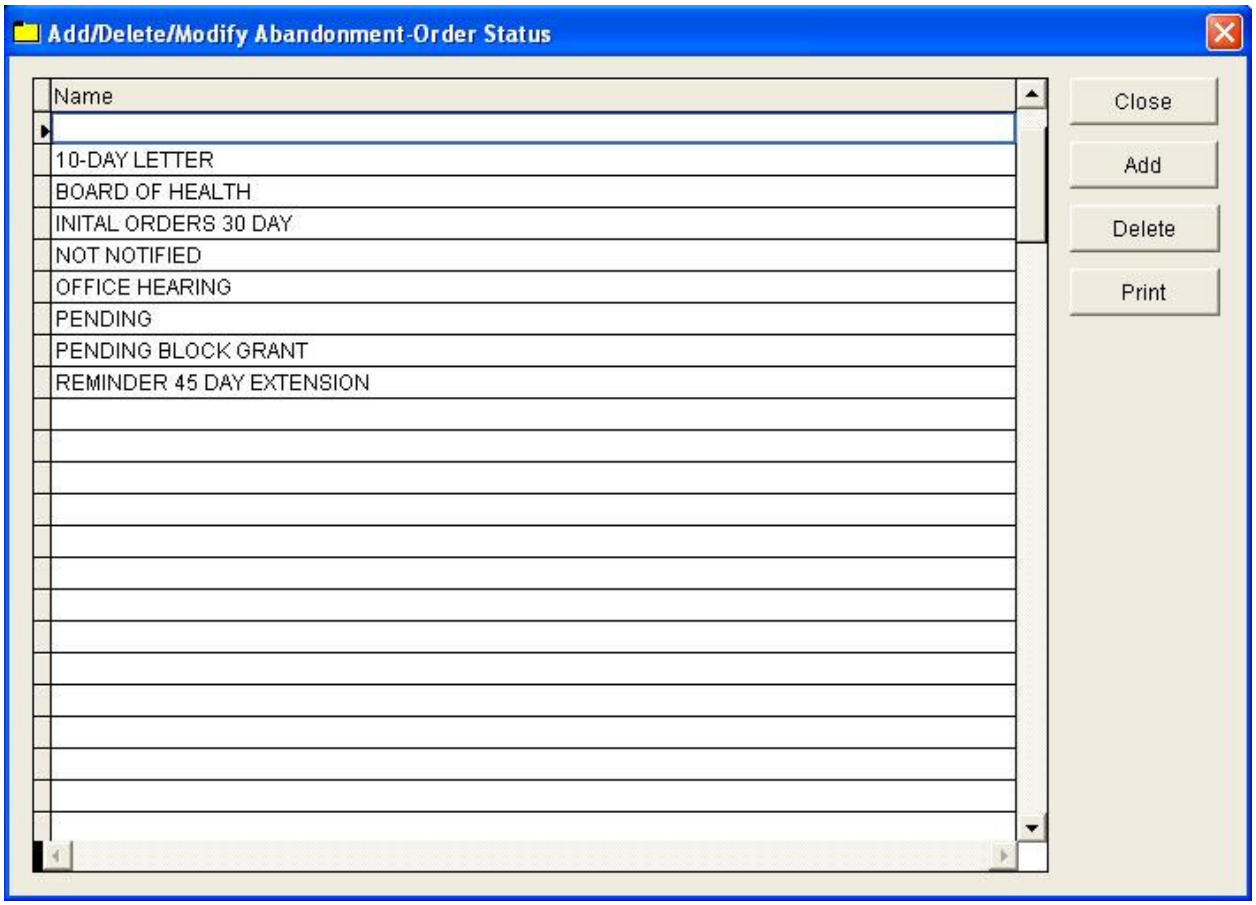

| Field/Button | Description |
|---|---|
| Code | Enter the code of the subdivision |
| Subdivision | Enter the subdivision |
| Close Button | Closes the table |
| Add Button | Adds a code to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Abandonment – Exempt Reasons



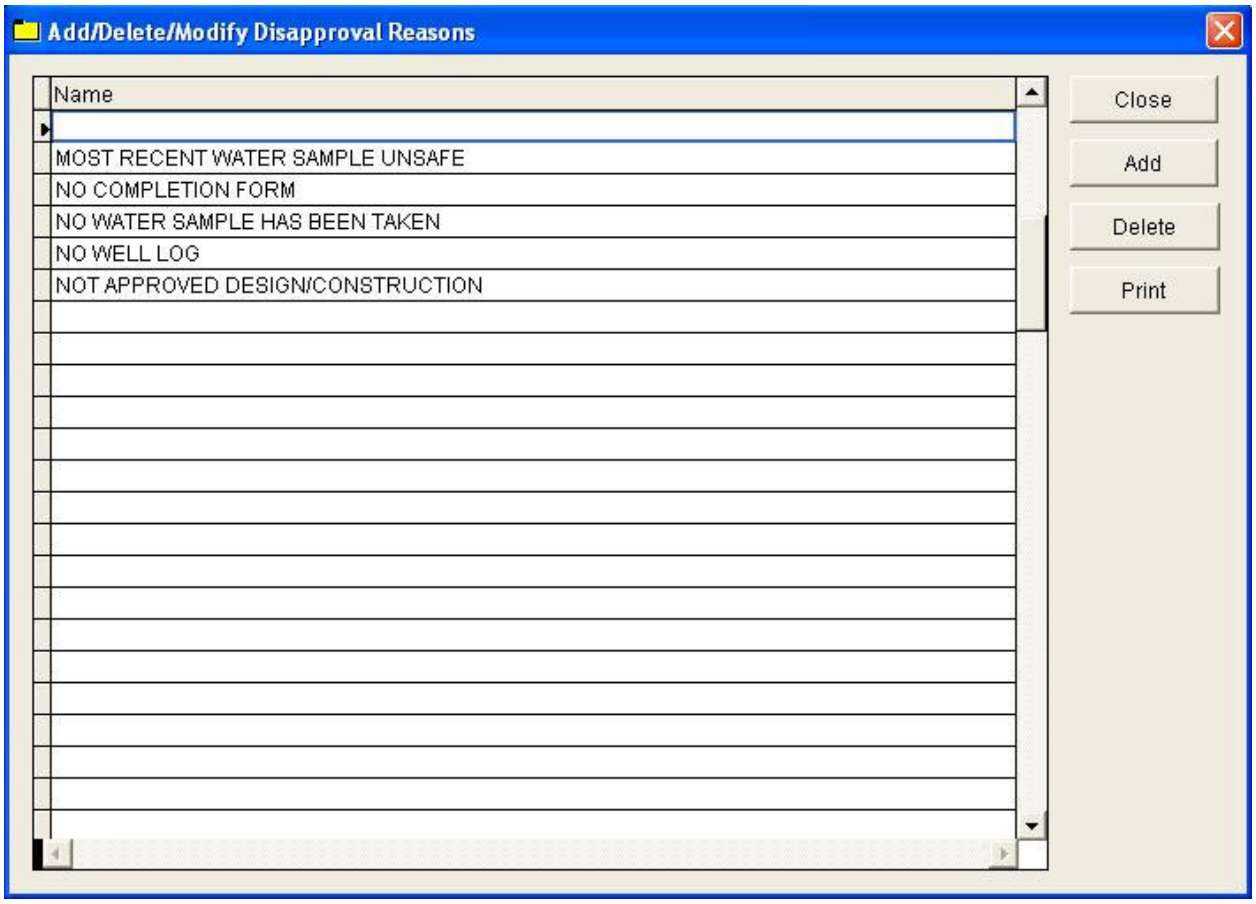

| Field/Button | Description |
|---|---|
| Name | Enter the reason |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Abandonment – Order Status



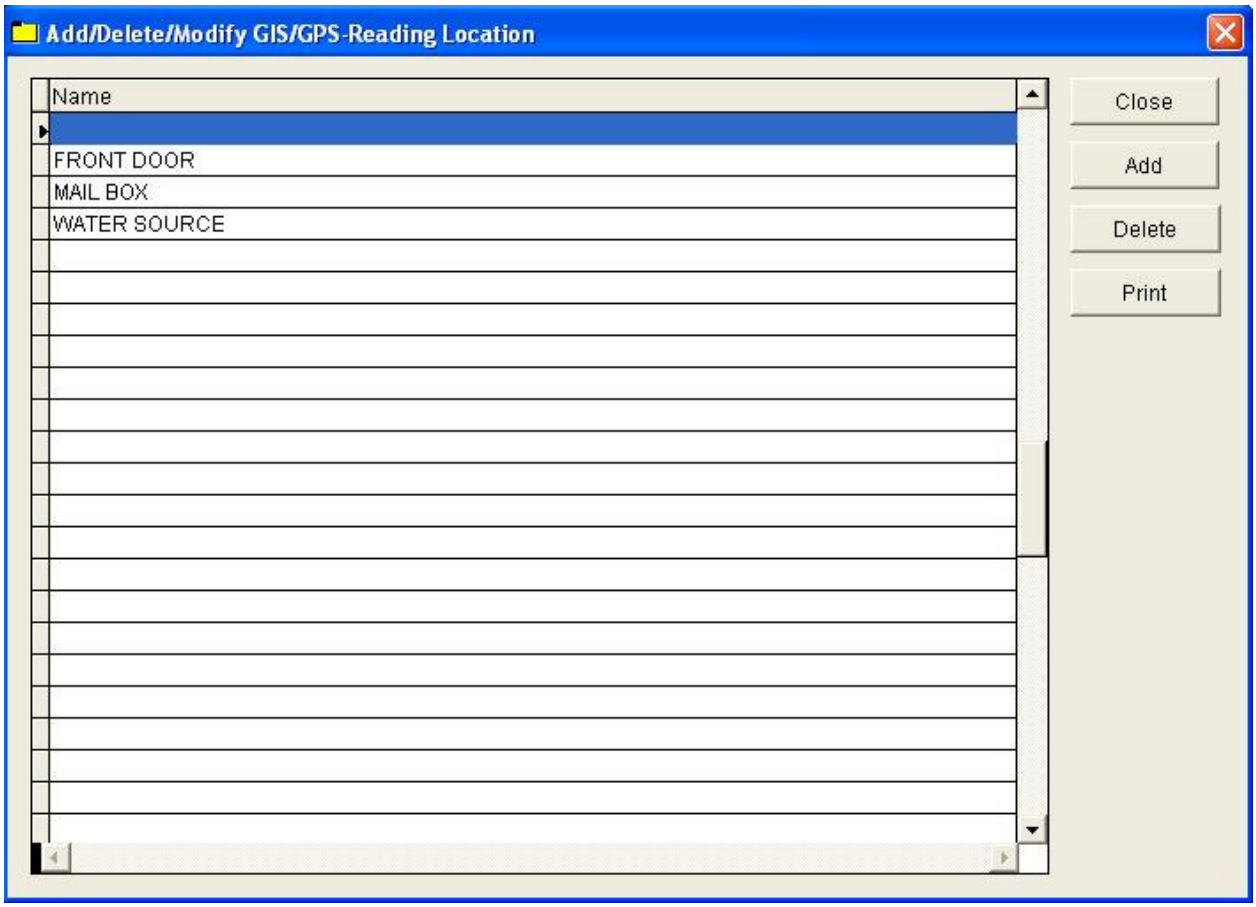

| Field/Button | Description |
|---|---|
| Name | Enter the status |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Disapproval Reasons



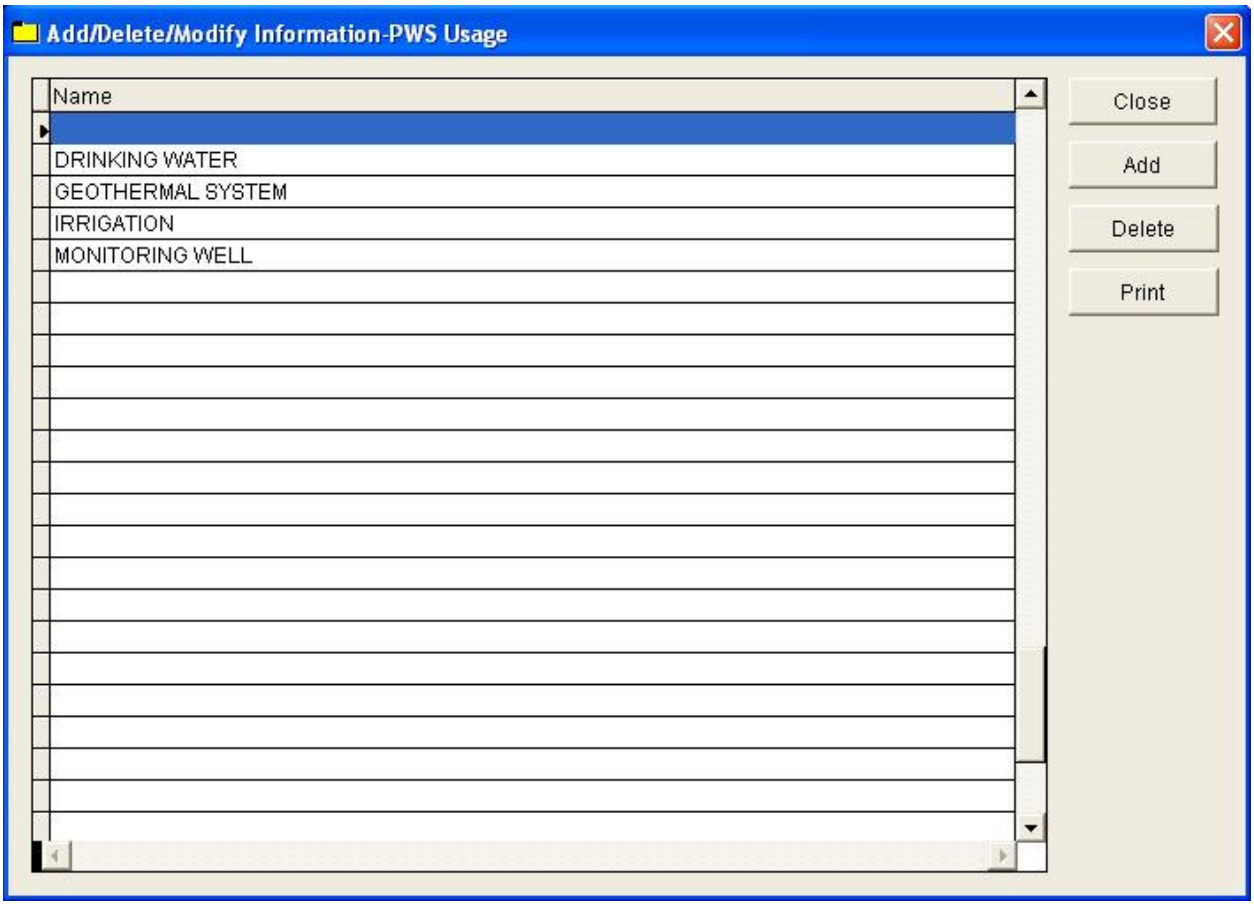

| Field/Button | Description |
|---|---|
| Name | Enter the reason |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## GIS/GPS Reading Location



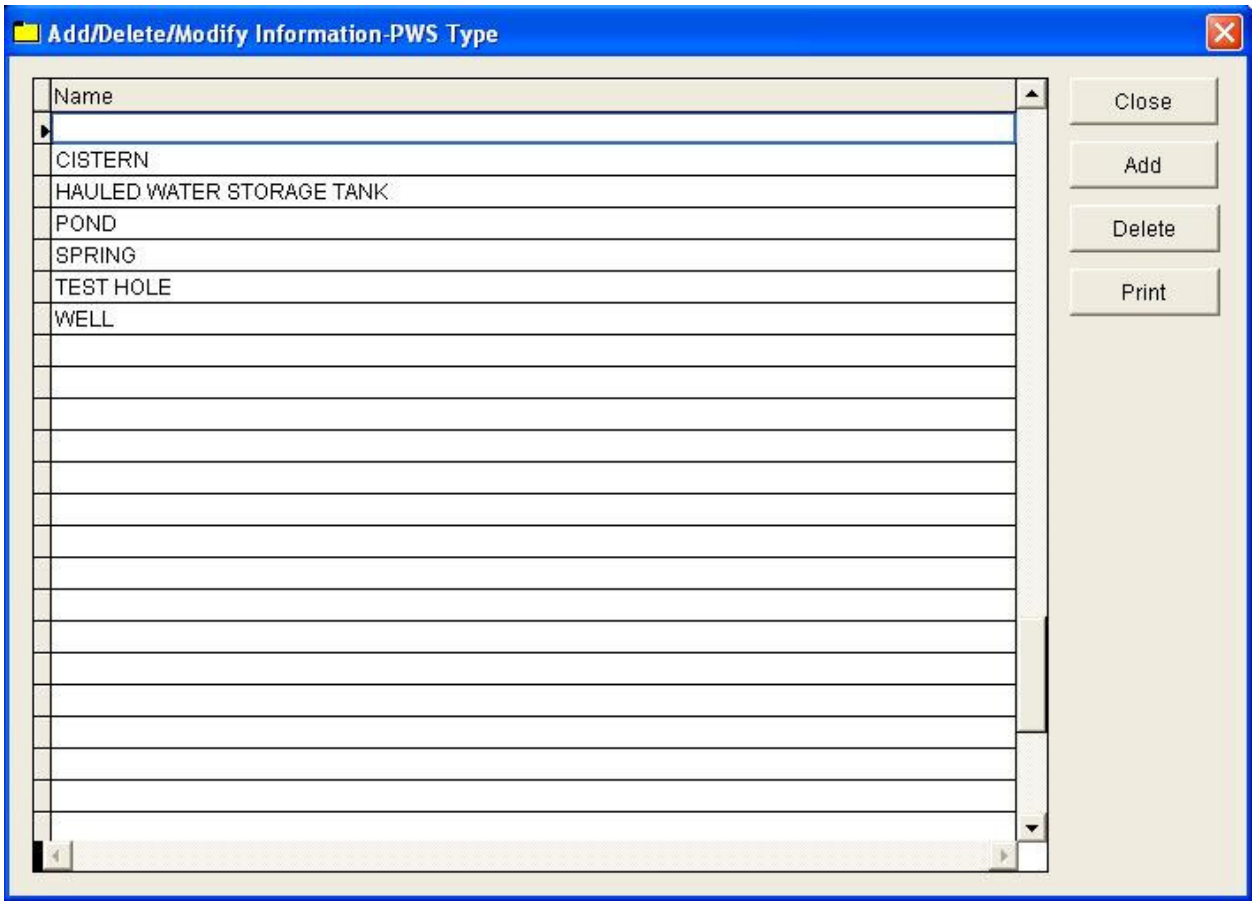

| Field/Button | Description |
|---|---|
| Name | Enter the location |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## PWS Usage



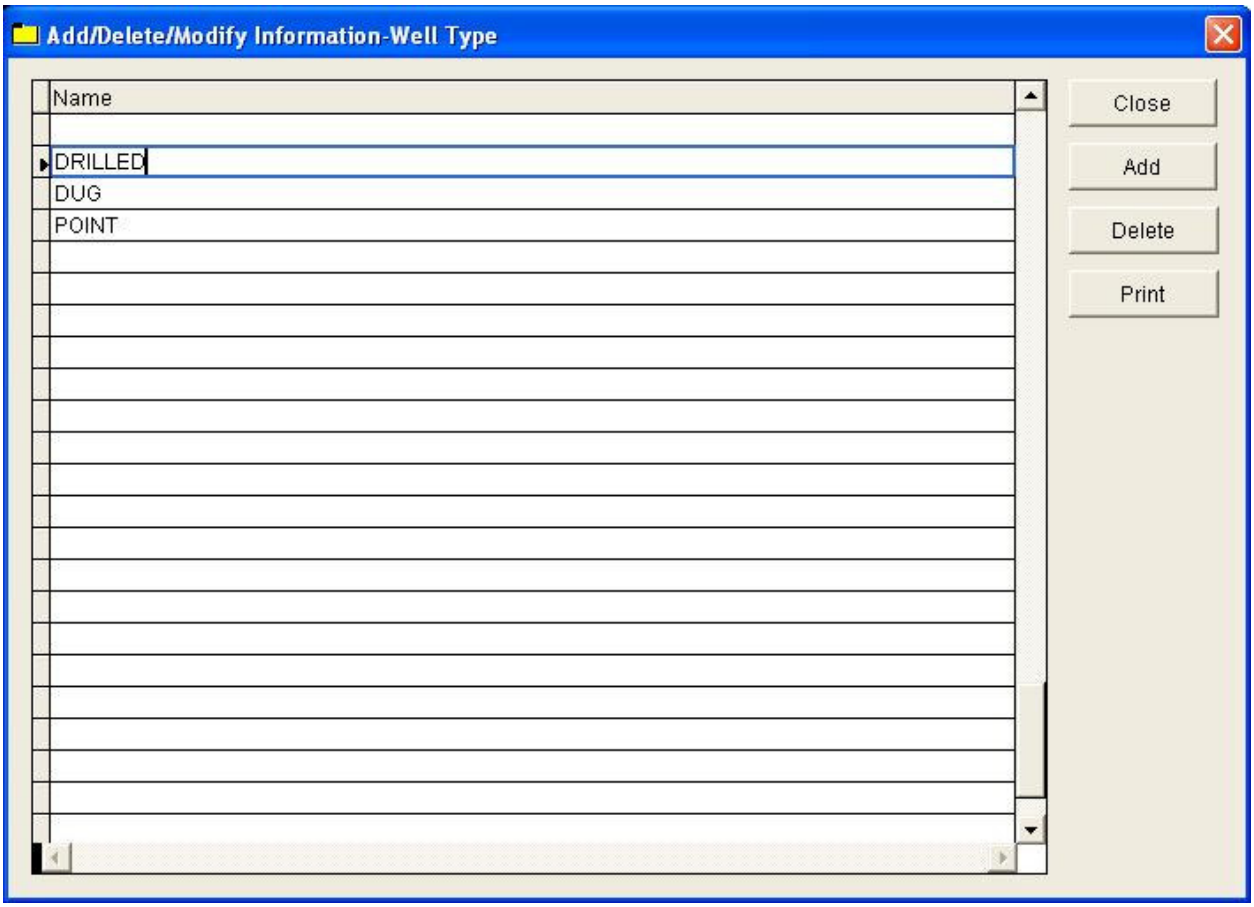

| Field/Button | Description |
|---|---|
| Name | Enter the usage |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## PWS Type



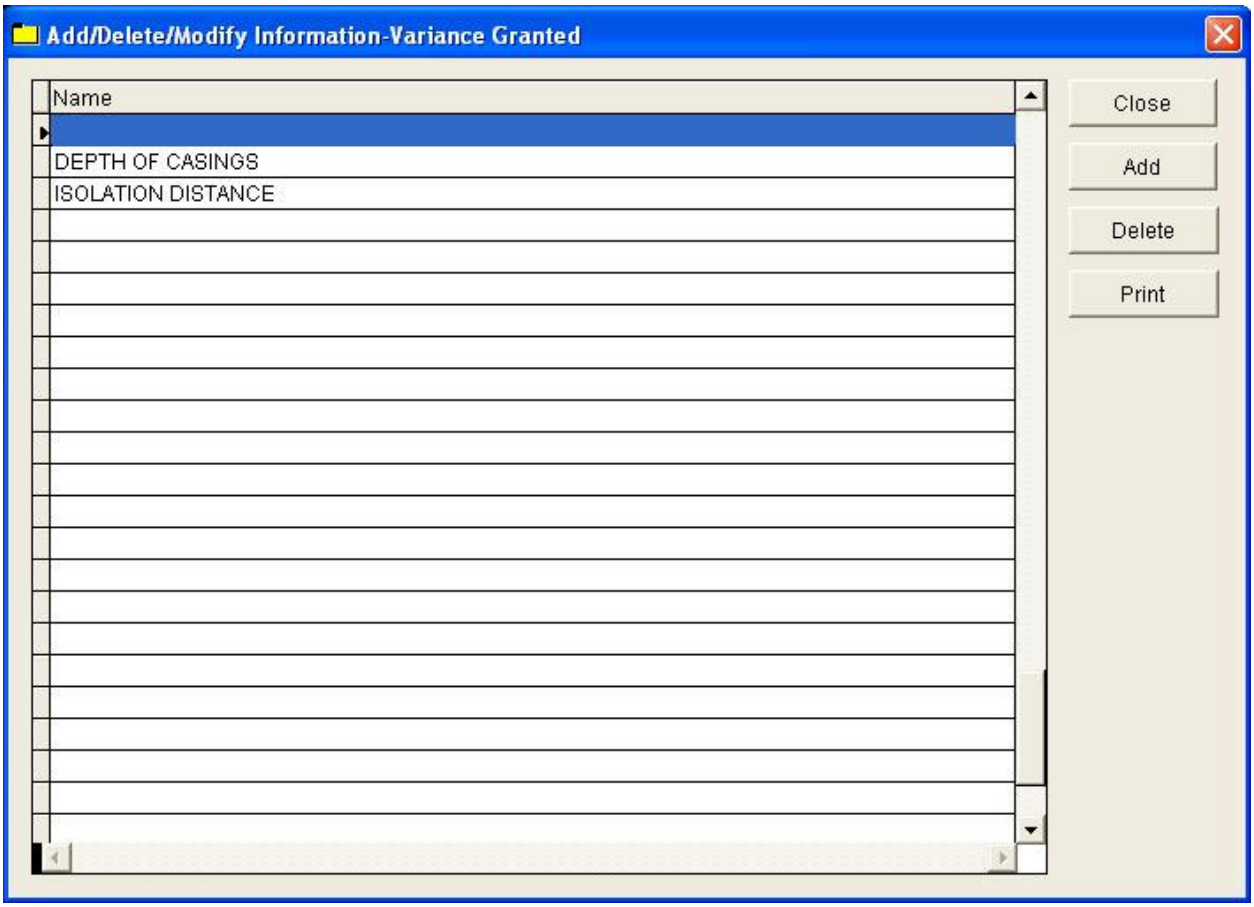

| Field/Button | Description |
|---|---|
| Name | Enter the type of private water system |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Well Type



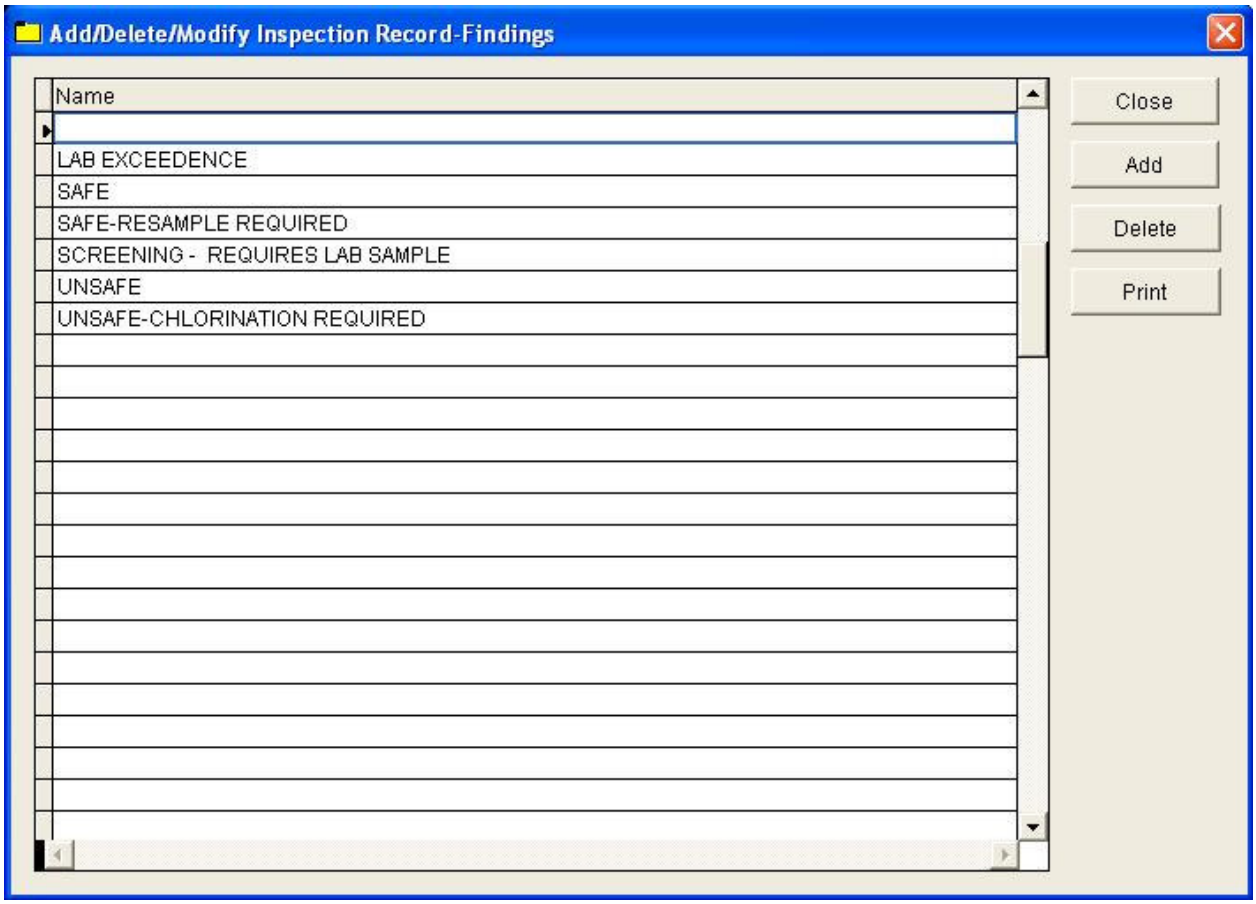

| Field/Button | Description |
|---|---|
| Name | Enter the well type |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Variance Granted



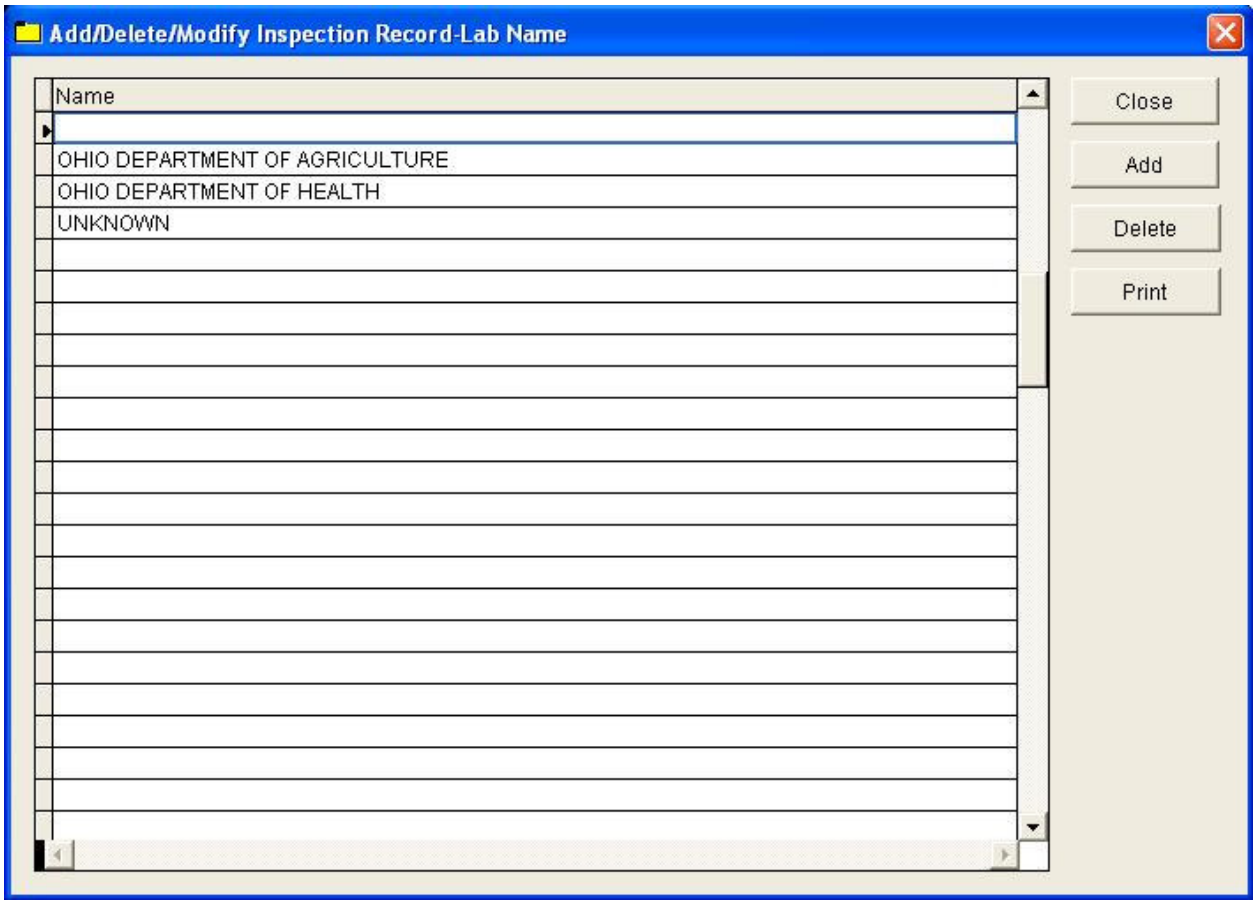

| Field/Button | Description |
|---|---|
| Name | Enter the variance |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Findings



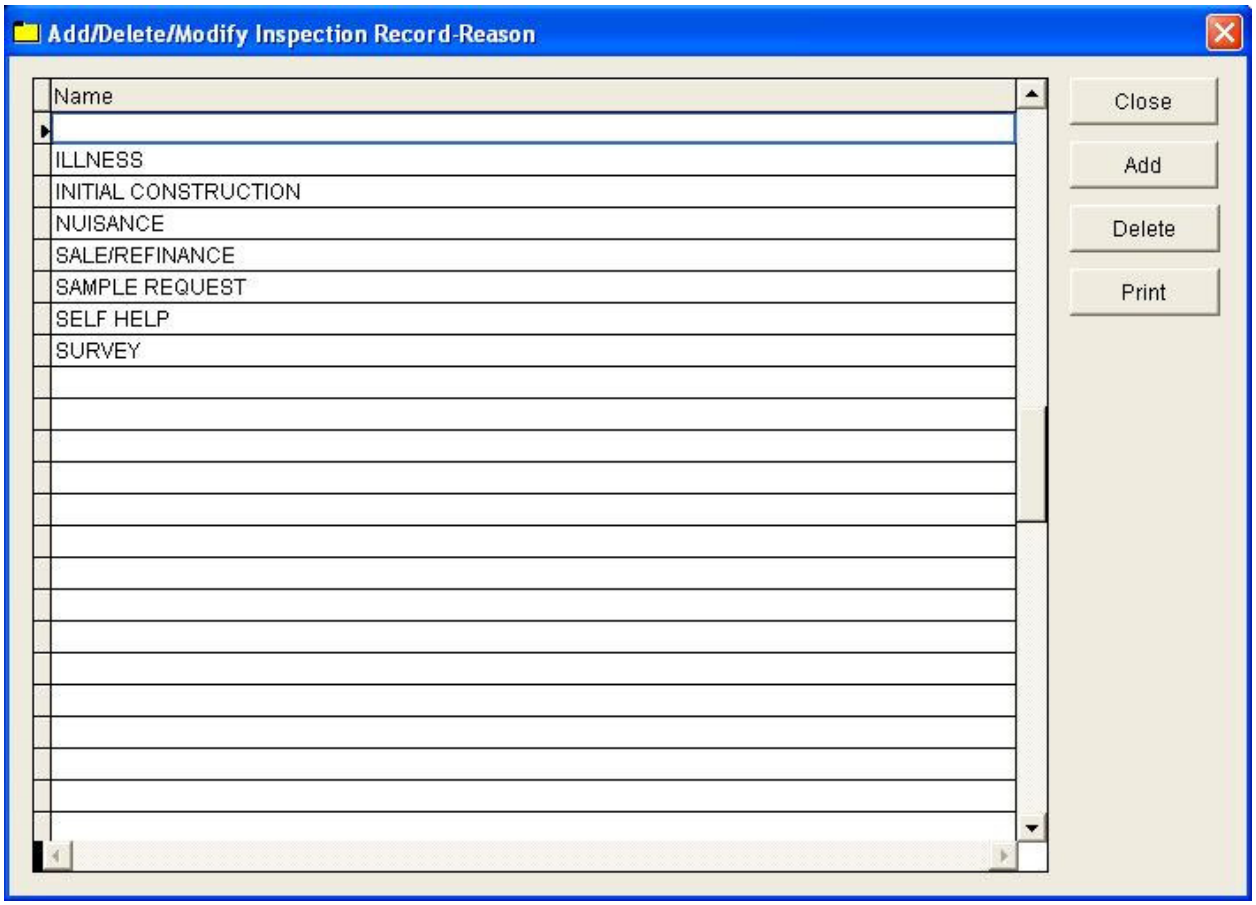

| Field/Button | Description |
|---|---|
| Name | Enter the finding |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Lab Name



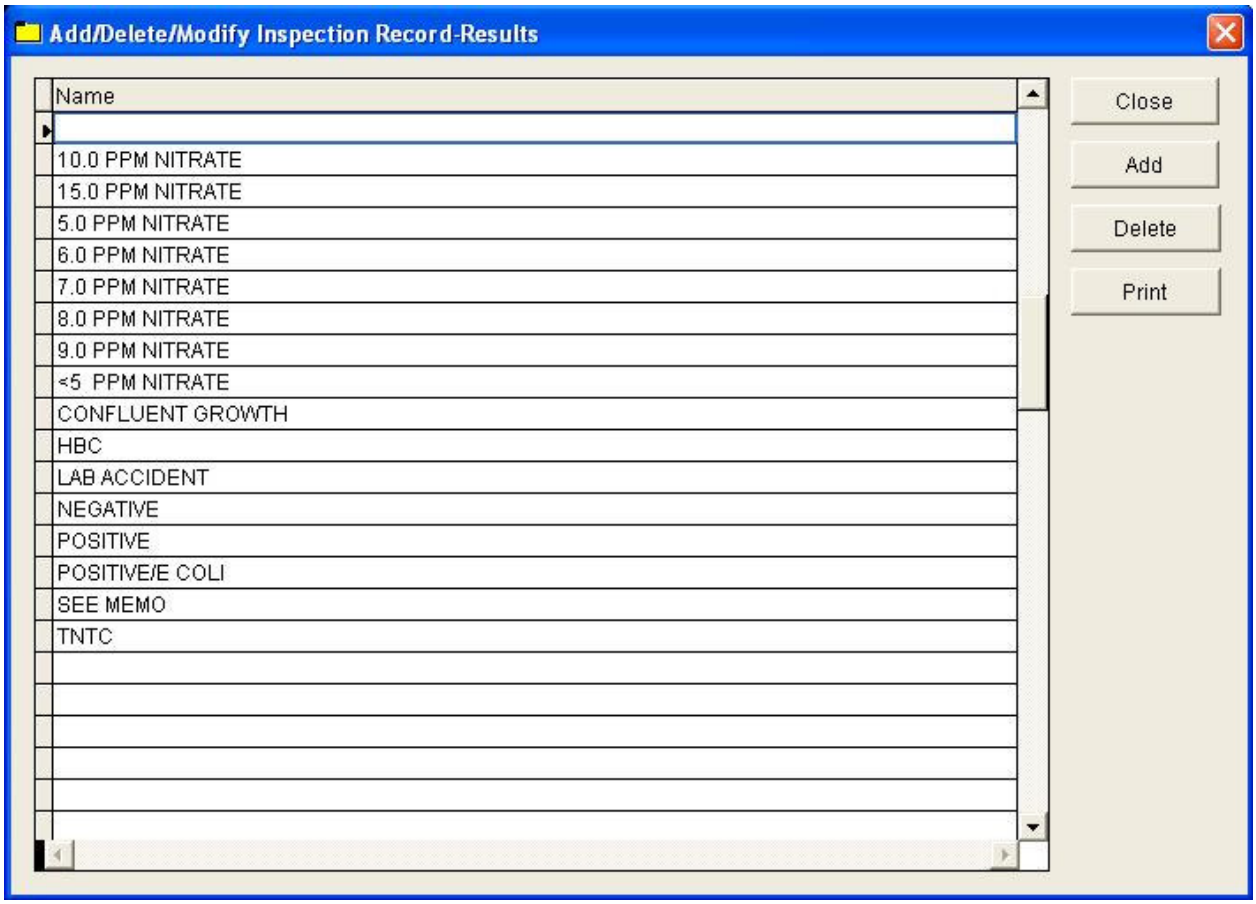

| Field/Button | Description |
|---|---|
| Name | Enter the lab name |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Reason



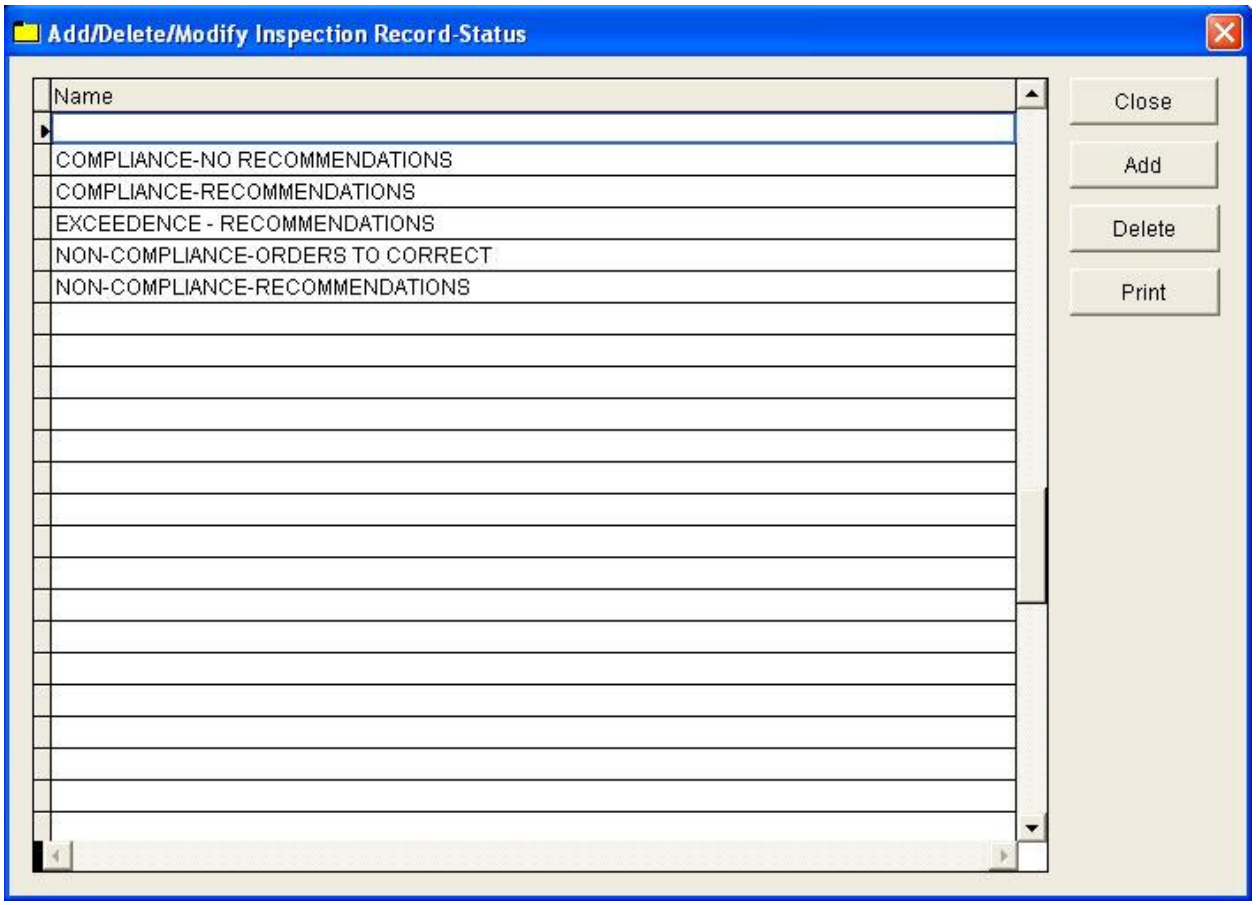

| Field/Button | Description |
|---|---|
| Name | Enter the inspection reason |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Results



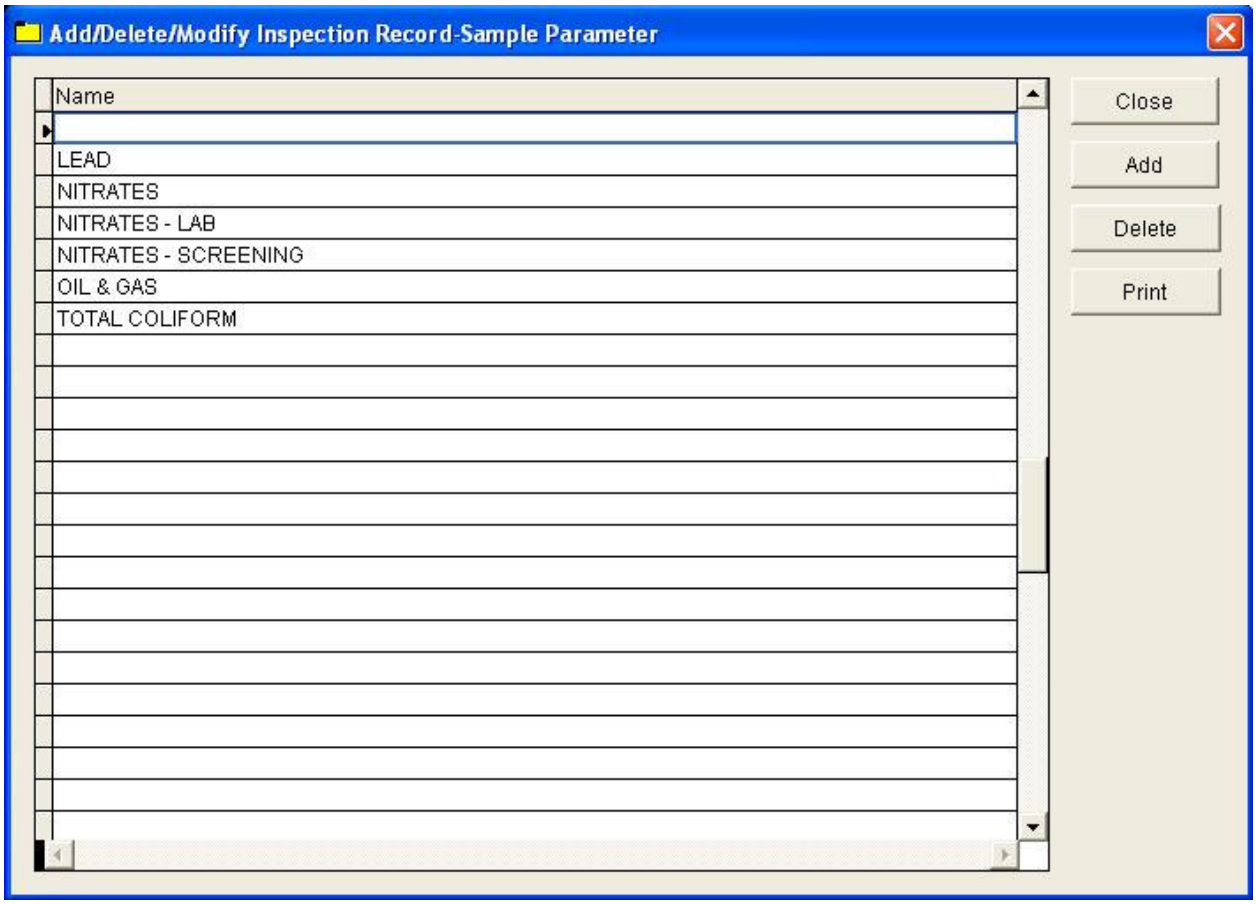

| Field/Button | Description |
|---|---|
| Name | Enter the results |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Status



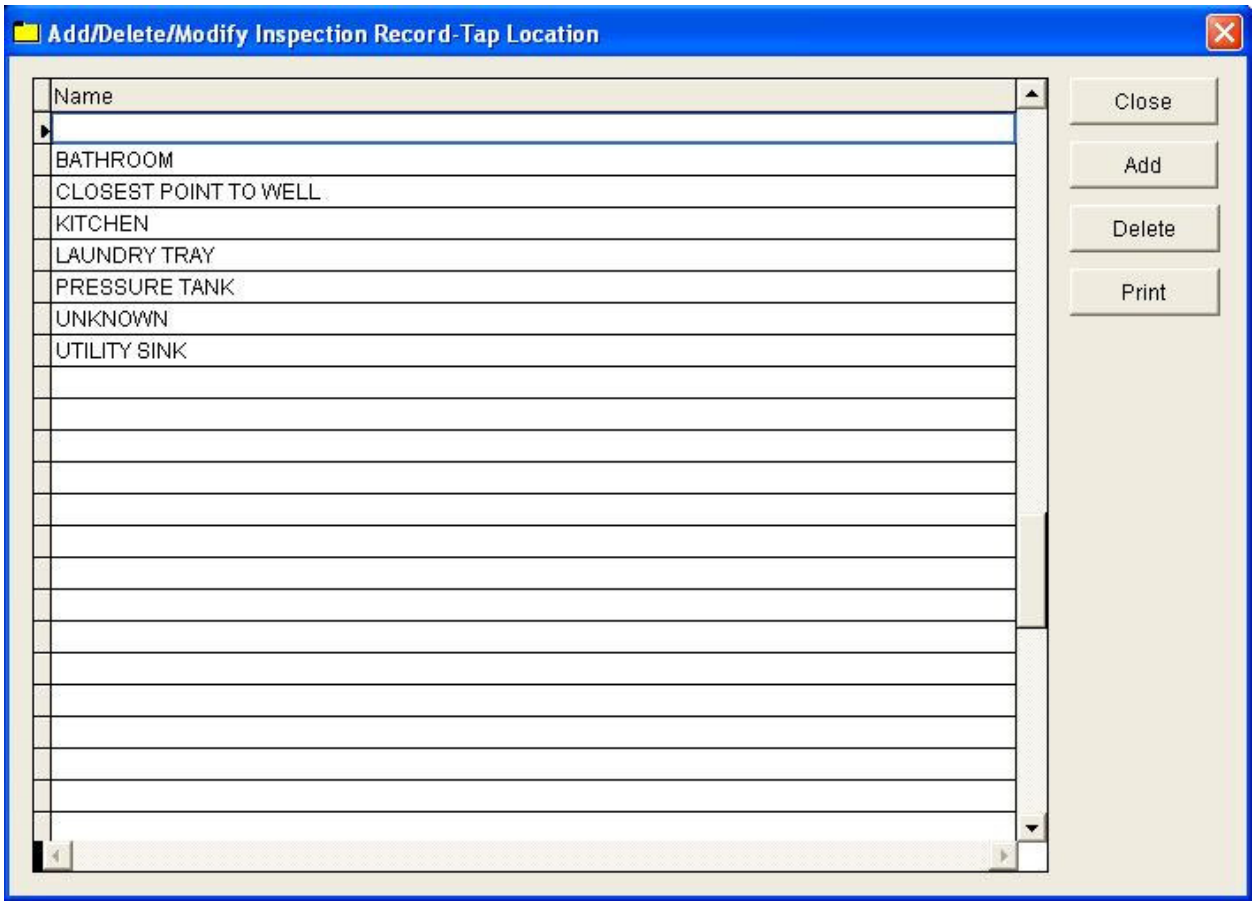

| Field/Button | Description |
|---|---|
| Name | Enter the status |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Sample Parameter



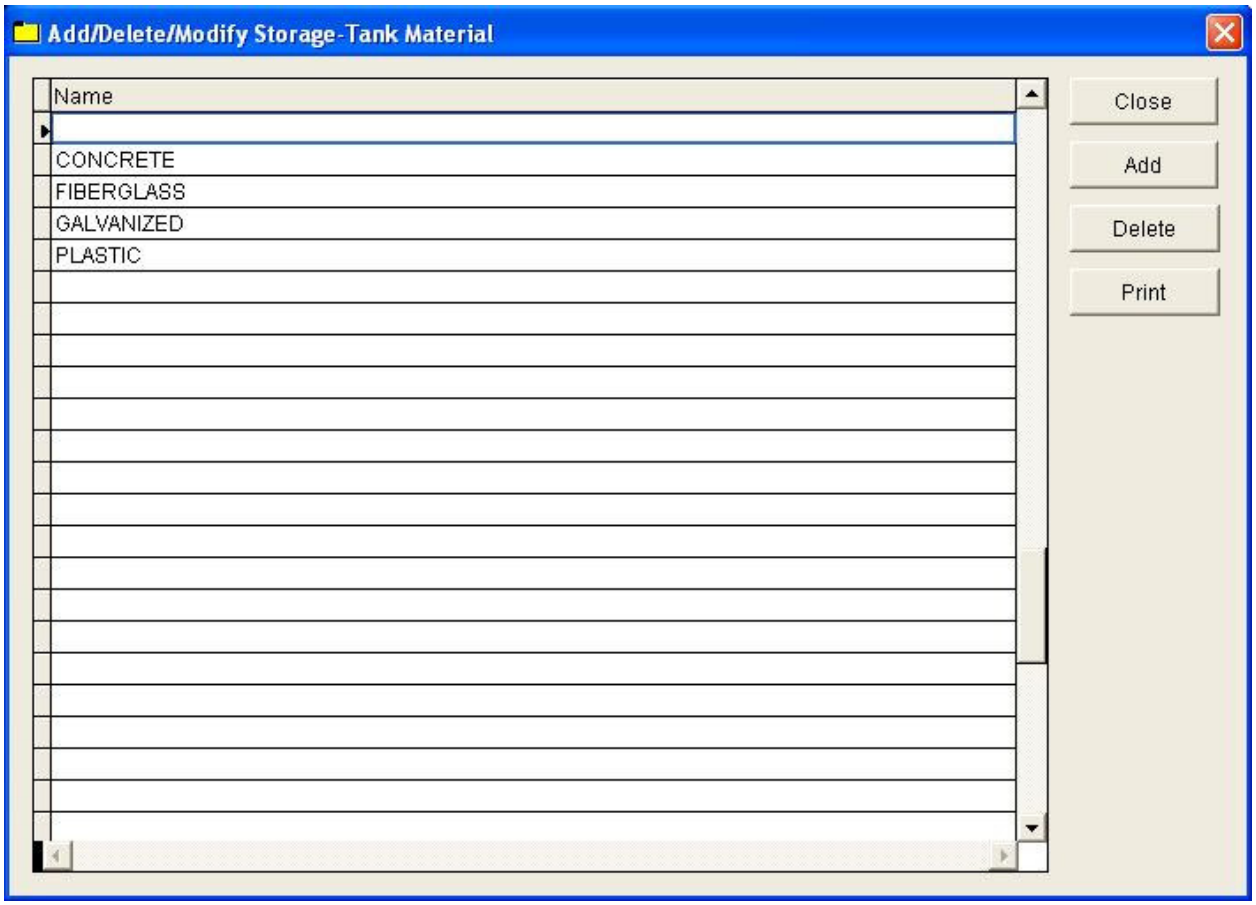

| Field/Button | Description |
|---|---|
| Name | Enter the sample parameter |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Tap Location



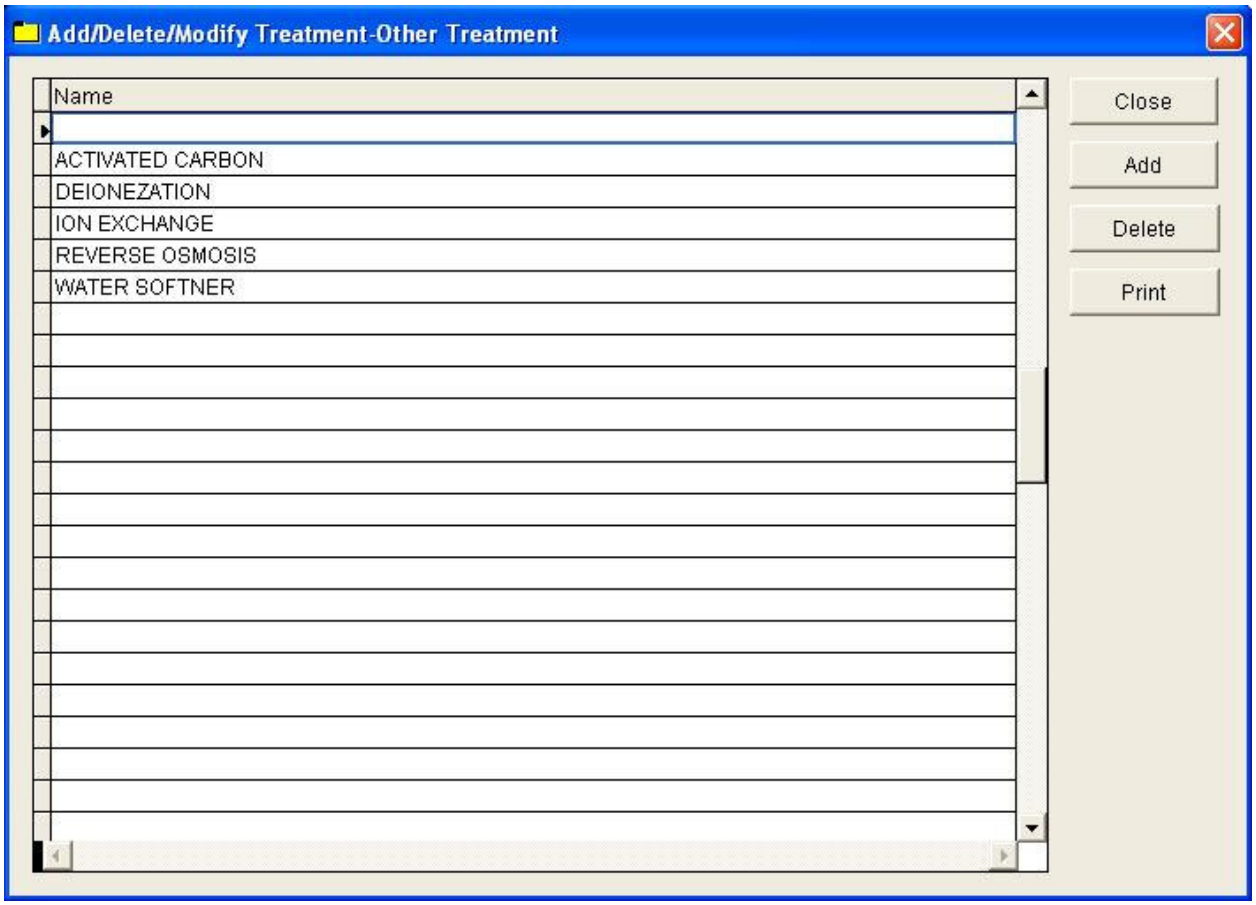

| Field/Button | Description |
|---|---|
| Name | Enter the tap location |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Tank Material



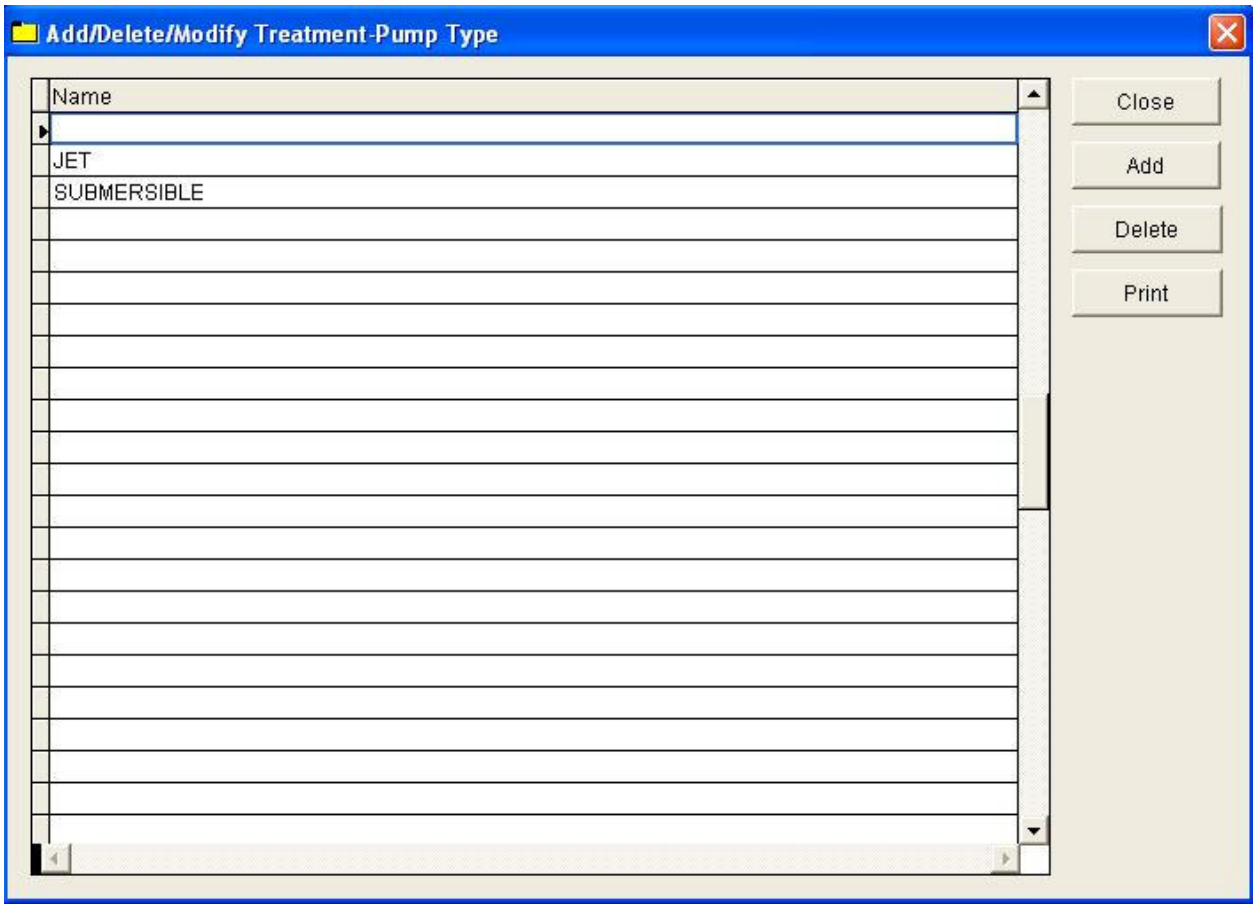

| Field/Button | Description |
|---|---|
| Name | Enter the tank material |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Other Treatment



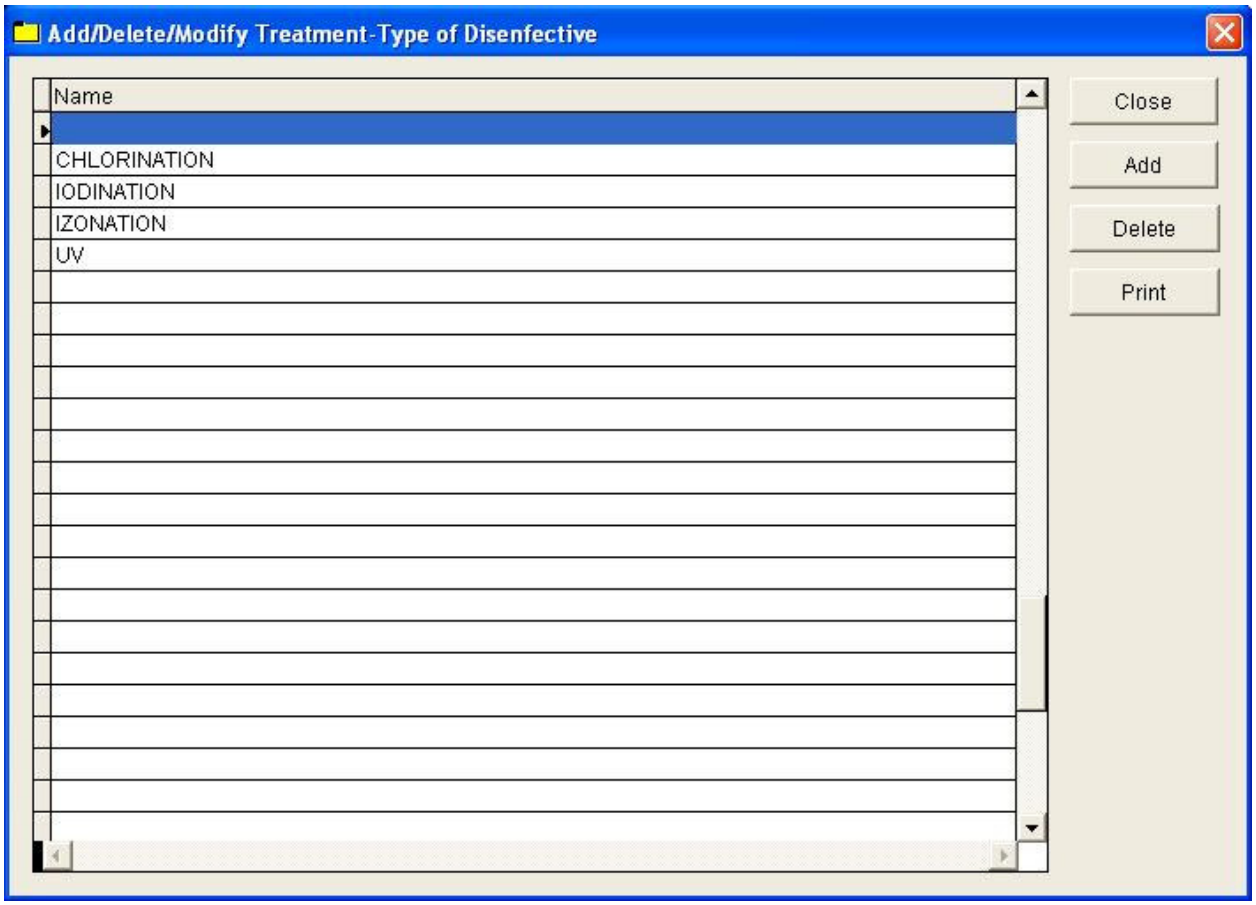

| Field/Button | Description |
|---|---|
| Name | Enter the other type of treatment |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Pump Type



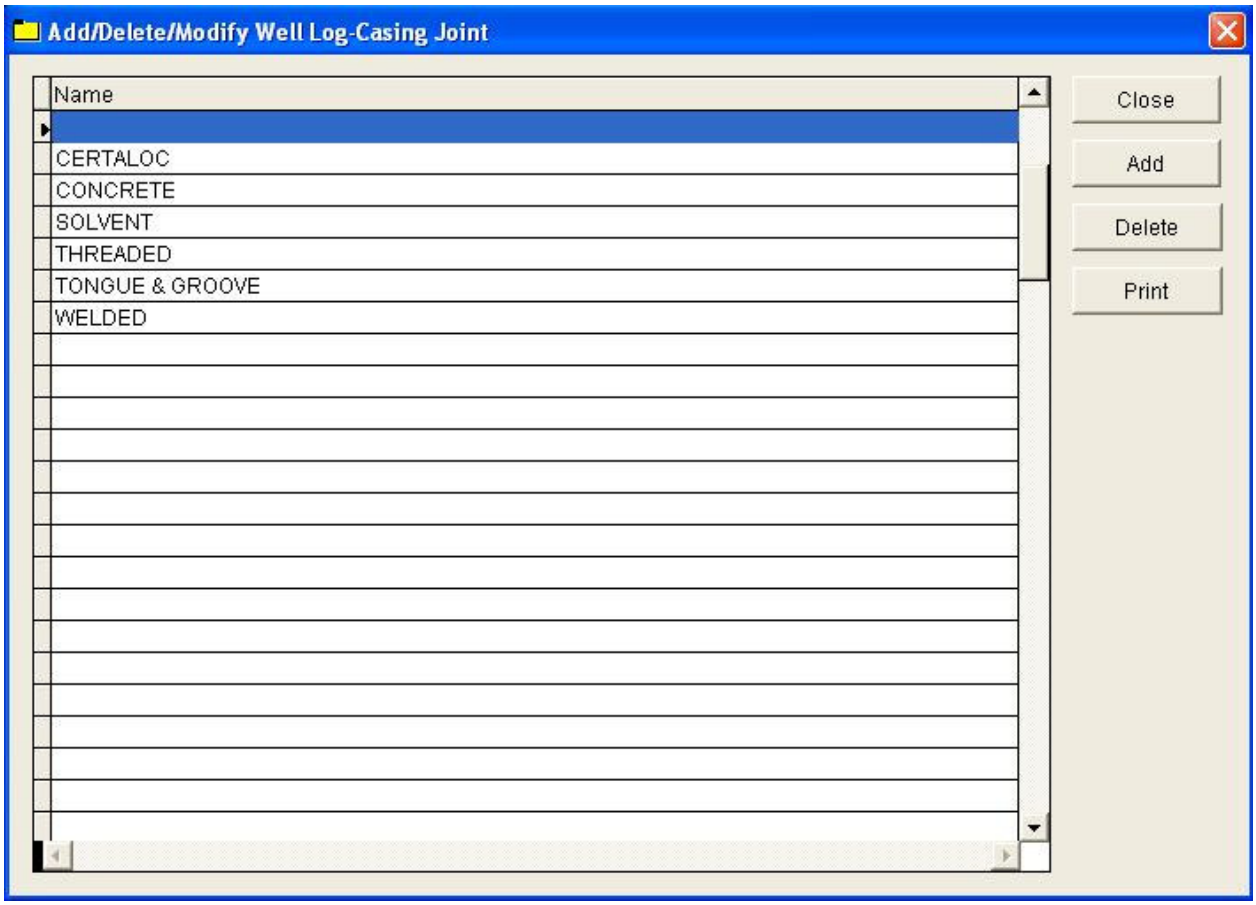

| Field/Button | Description |
|---|---|
| Name | Enter the pump type |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Type of Disenfective



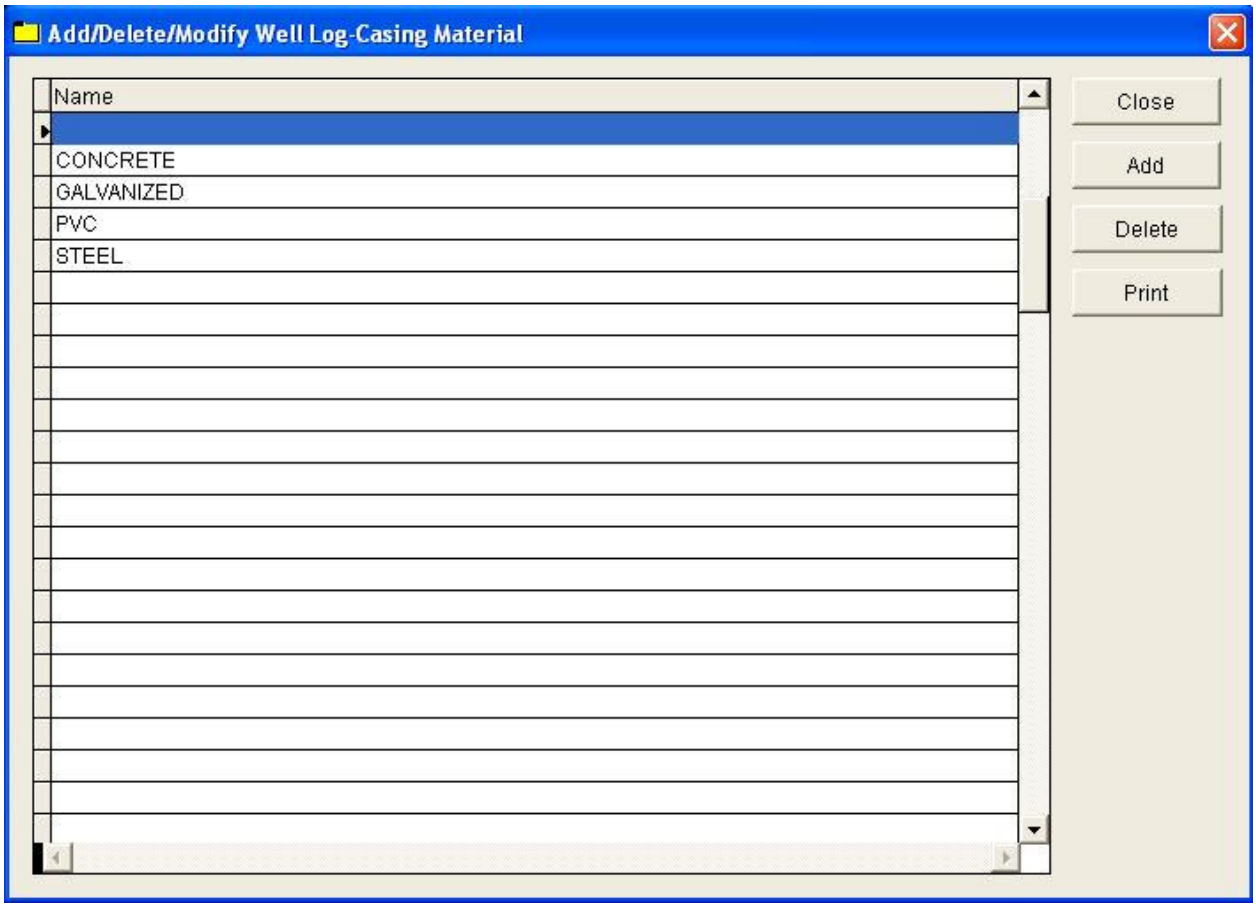

| Field/Button | Description |
|---|---|
| Name | Enter the disinfectant |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Casing Joint




| Field/Button | Description |
|---|---|
| Name | Enter the type of casing joint |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

## Casing Material




| Field/Button | Description |
|---|---|
| Name | Enter the type of casing material |
| Close Button | Closes the table |
| Add Button | Adds a name to the table |
| Delete Button | Deletes a highlighted entry |
| Print | Prints the list |

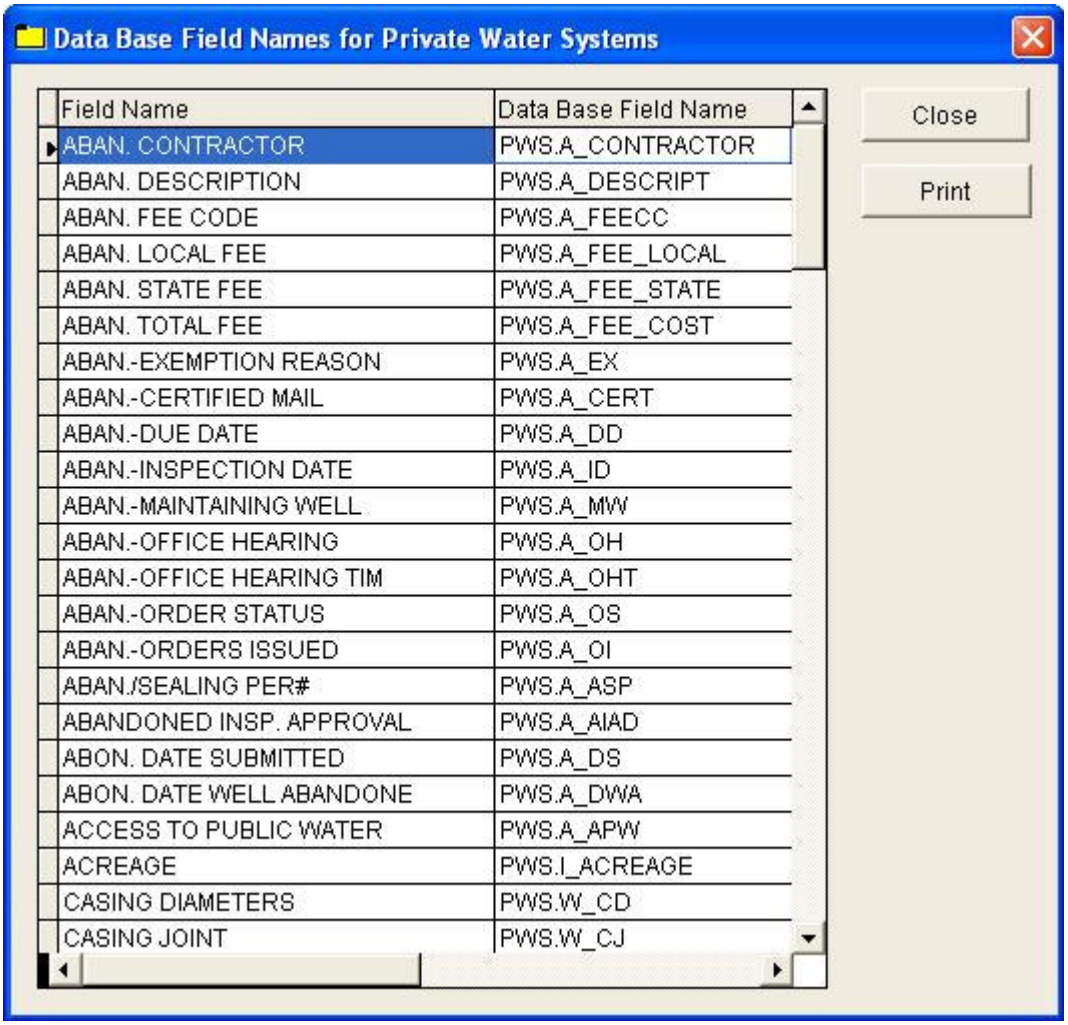
**Field Names – Private Water Systems**

**Field Names – Private Water Systems Inspection Records**

**Field Names – Private Water Systems Contractors**

**Field Names – Street File**

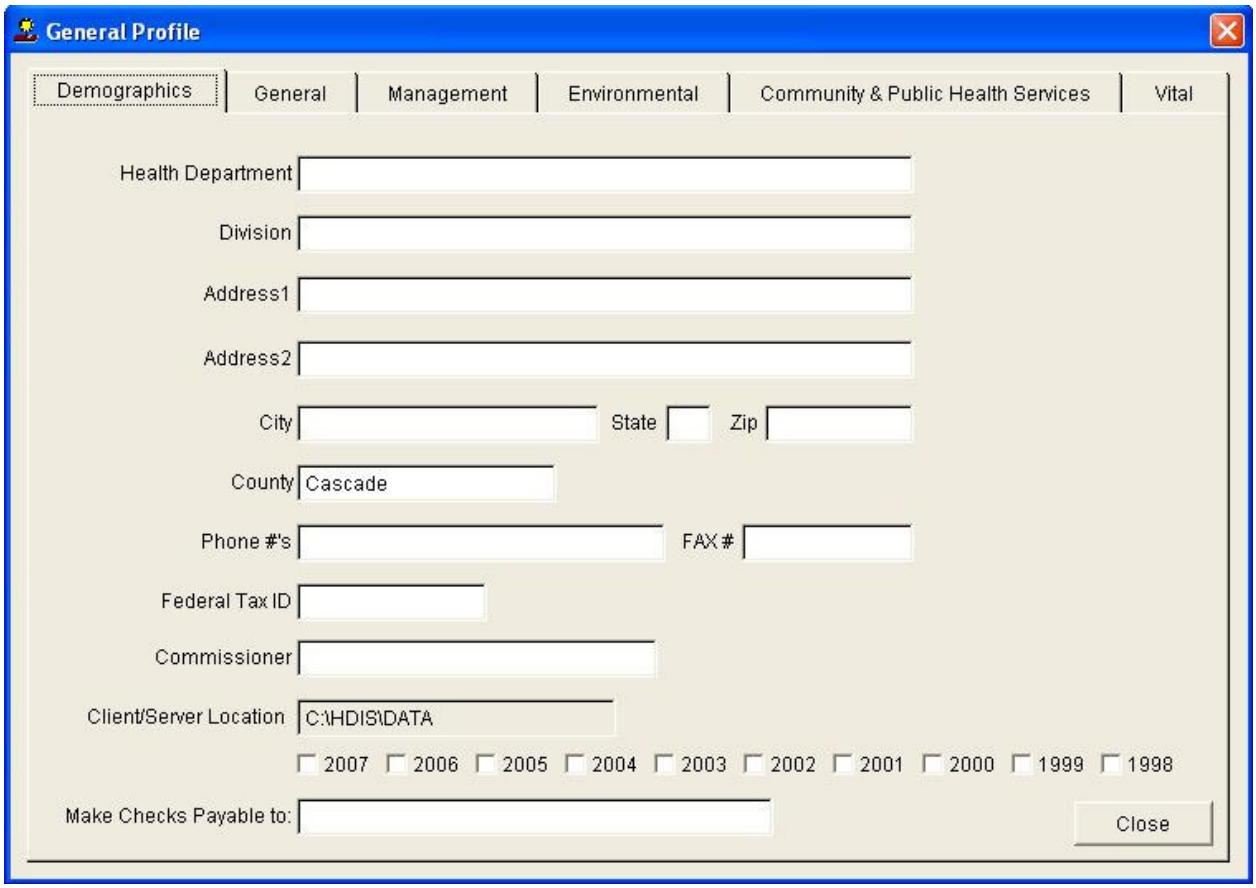
**Field Names – Water Haulers**




| Field Name | Data Base Field Name |
|---|---|
| ABAN. CONTRACTOR | PWS.A_CONTRACTOR |
| ABAN. DESCRIPTION | PWS.A_DESCRIPT |
| ABAN. FEE CODE | PWS.A_FEECC |
| ABAN. LOCAL FEE | PWS.A_FEE_LOCAL |
| ABAN. STATE FEE | PWS.A_FEE_STATE |
| ABAN. TOTAL FEE | PWS.A_FEE_COST |
| ABAN.-EXEMPTION REASON | PWS.A_EX |
| ABAN.-CERTIFIED MAIL | PWS.A_CERT |
| ABAN.-DUE DATE | PWS.A_DD |
| ABAN.-INSPECTION DATE | PWS.A_ID |
| ABAN.-MAINTAINING WELL | PWS.A_MW |
| ABAN.-OFFICE HEARING | PWS.A_OH |
| ABAN.-OFFICE HEARING TIM | PWS.A_OHT |
| ABAN.-ORDER STATUS | PWS.A_OS |
| ABAN.-ORDERS ISSUED | PWS.A_OI |
| ABAN./SEALING PER# | PWS.A_ASP |
| ABANDONED INSP. APPROVAL | PWS.A_AIAD |
| ABON. DATE SUBMITTED | PWS.A_DS |
| ABON. DATE WELL ABANDONE | PWS.A_DWA |
| ACCESS TO PUBLIC WATER | PWS.A_APW |
| ACREAGE | PWS.I_ACREAGE |
| CASING DIAMETERS | PWS.W_CD |
| CASING JOINT | PWS.W_CJ |

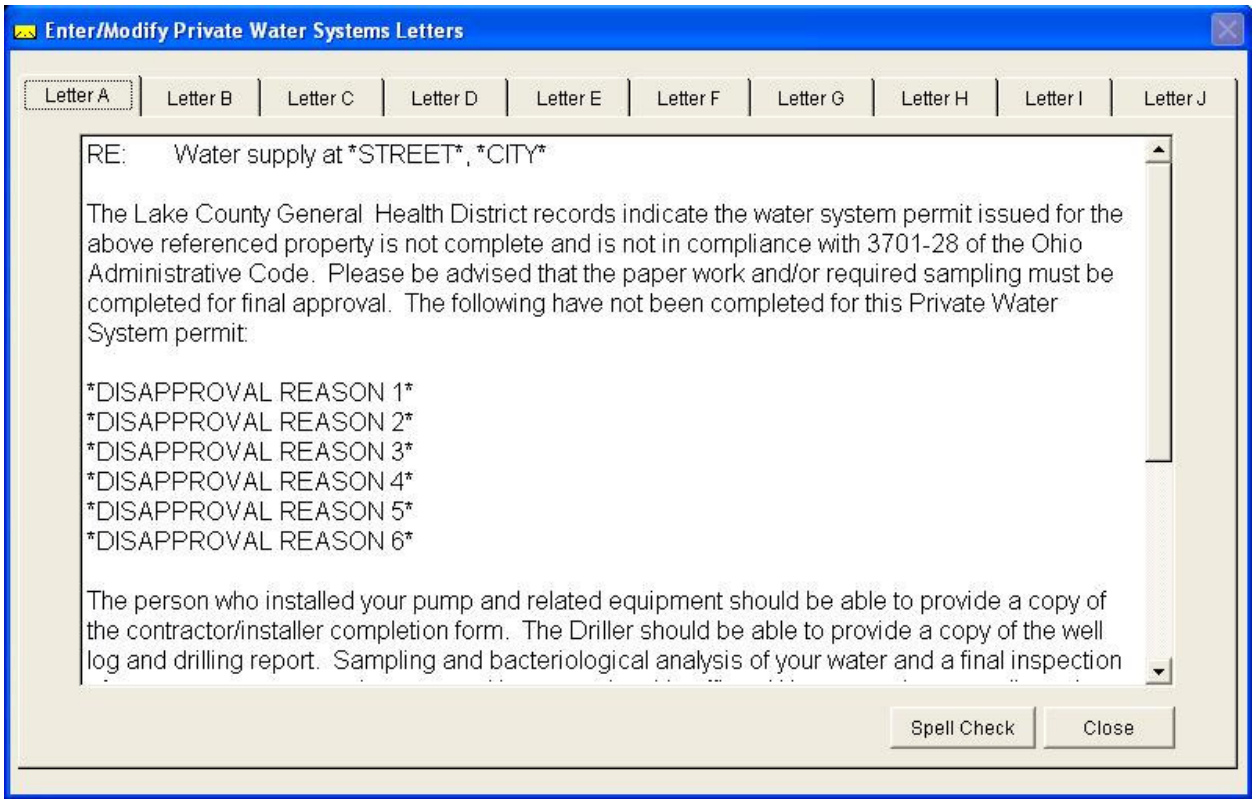
The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The **Field Name** column is used to merge data into letters.

## General Profile




The **General Profile** allows you to fill out the basic information regarding your health department.

## Letters

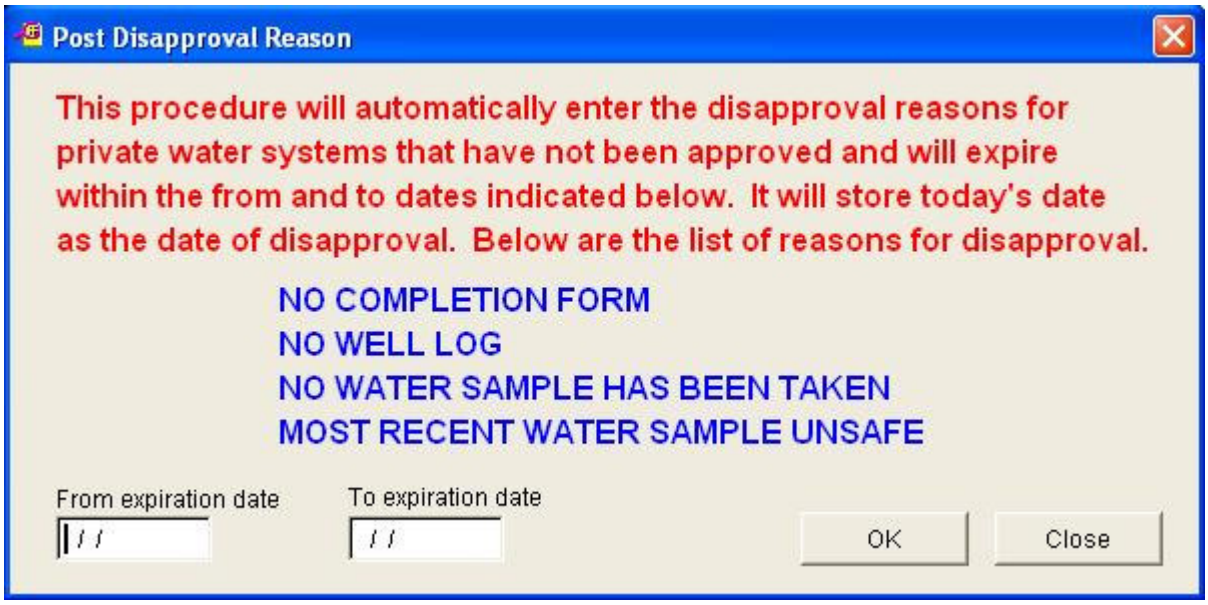

Enter/Modify Private Water Systems Letters
Letter A
Letter B
Letter C
Letter D
Letter E
Letter F
Letter G
Letter H
Letter I
Letter J
RE: Water supply at *STREET*, *CITY*
The Lake County General Health District records indicate the water system permit issued for the above referenced property is not complete and is not in compliance with 3701-28 of the Ohio Administrative Code. Please be advised that the paper work and/or required sampling must be completed for final approval. The following have not been completed for this Private Water System permit:
*DISAPPROVAL REASON 1*
*DISAPPROVAL REASON 2*
*DISAPPROVAL REASON 3*
*DISAPPROVAL REASON 4*
*DISAPPROVAL REASON 5*
*DISAPPROVAL REASON 6*
The person who installed your pump and related equipment should be able to provide a copy of the contractor/installer completion form. The Driller should be able to provide a copy of the well log and drilling report. Sampling and bacteriological analysis of your water and a final inspection
Spell Check
Close

The HDIS system provides you the flexibility to write standard letters for your Private Water systems that can be sent to clients. These letters will pull data through use of the *.

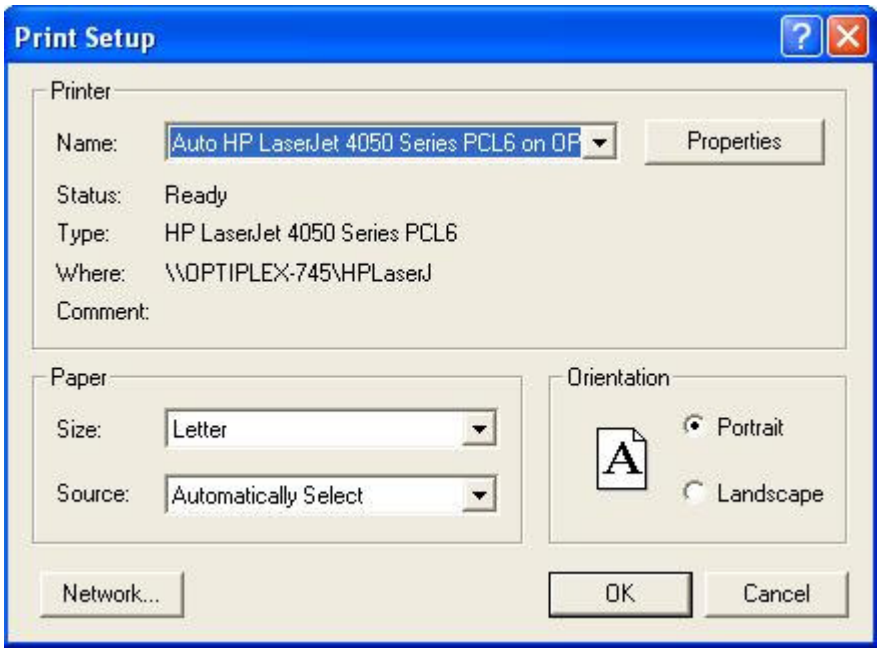
**The * is placed on each end of the field name that you want to pull into the letter. Use capital letters to describe the field name.**

**Example: *OWNER* = TOM GORDON**

## Post Disapproval Reason


Post Disapproval Reason
This procedure will automatically enter the disapproval reasons for private water systems that have not been approved and will expire within the from and to dates indicated below. It will store today's date as the date of disapproval. Below are the list of reasons for disapproval.
NO COMPLETION FORM
NO WELL LOG
NO WATER SAMPLE HAS BEEN TAKEN
MOST RECENT WATER SAMPLE UNSAFE
From expiration date
/ /
To expiration date
/ /
OK
Close

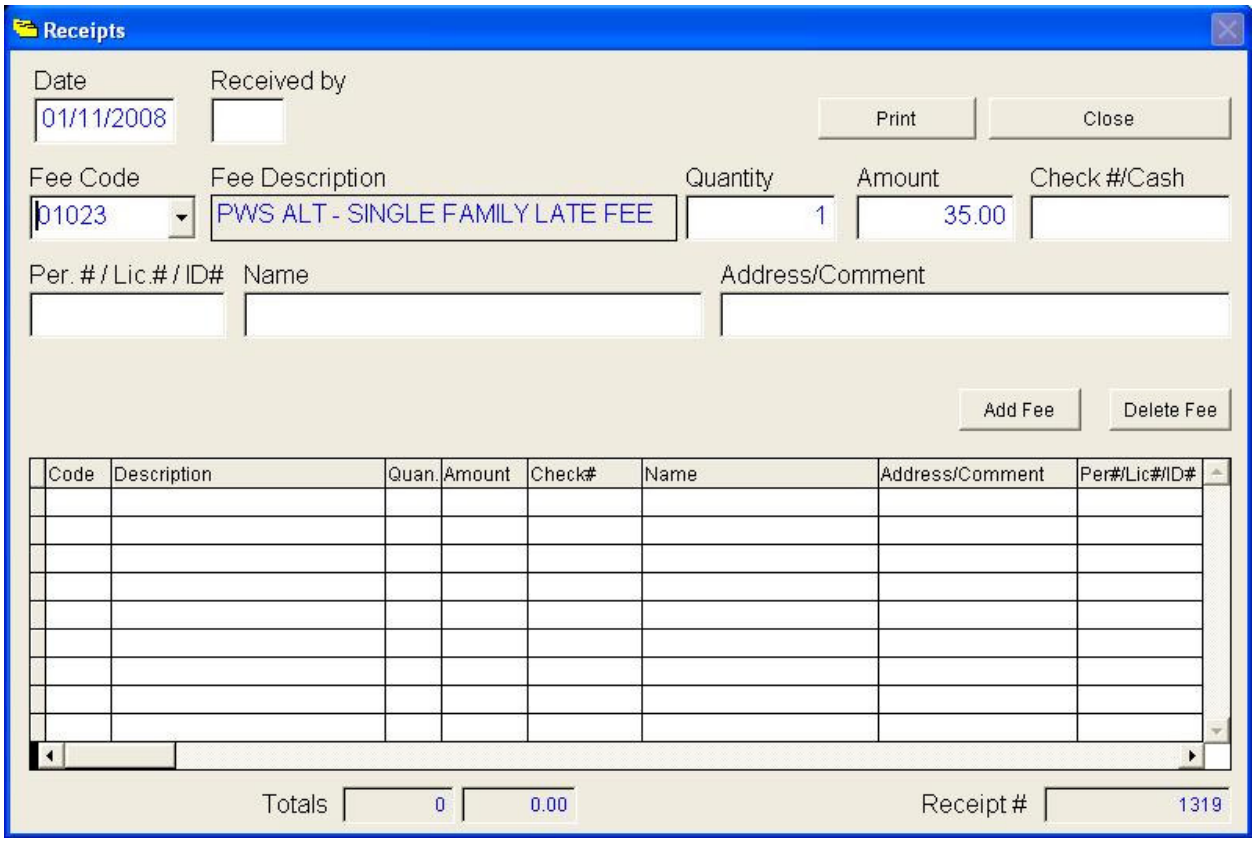
## Print Setup




The print setup allows you to choose from what printer you would like to print.

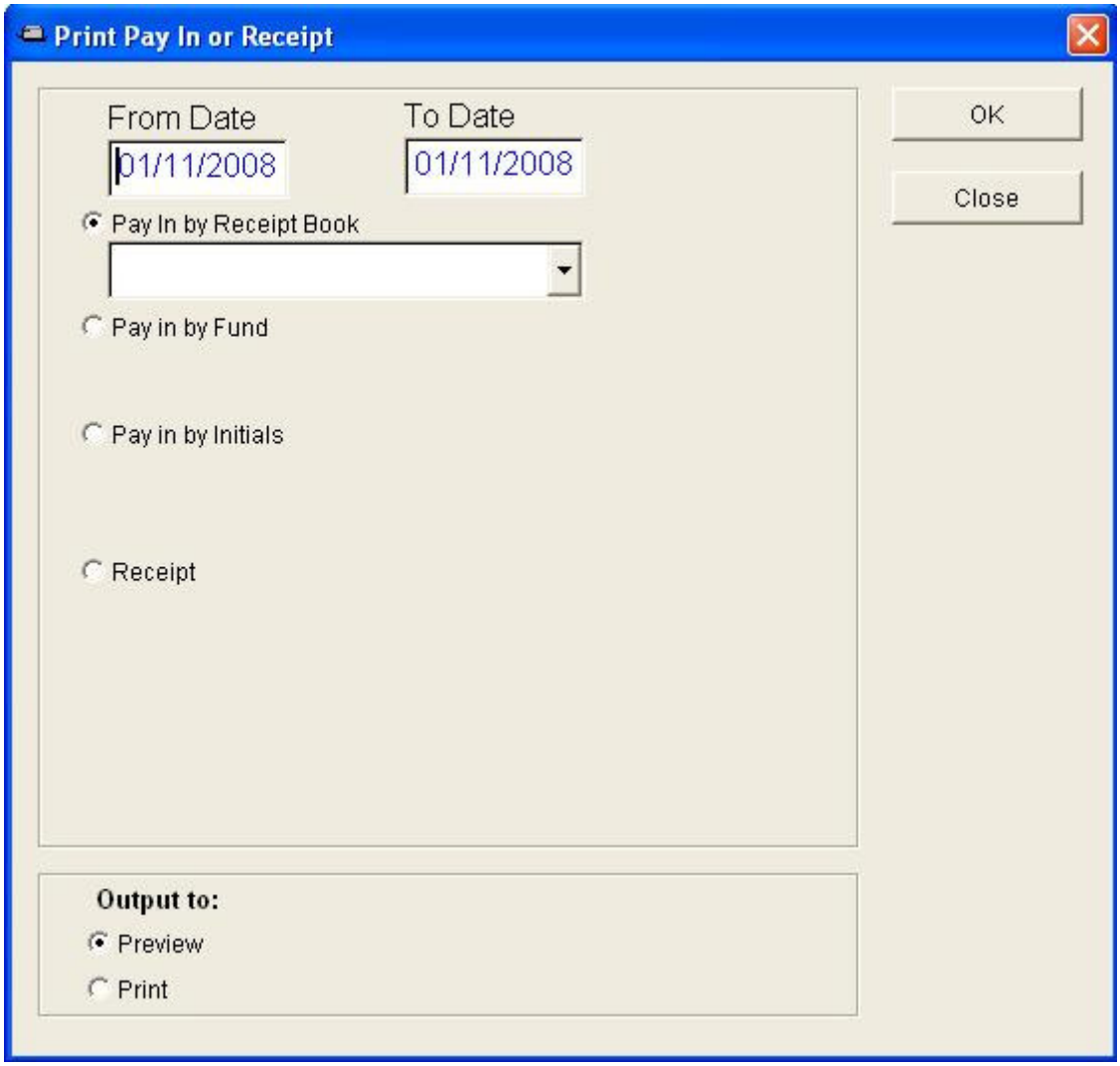
Pick the printer in the name dropdown and click “**OK**”.

## Receipts



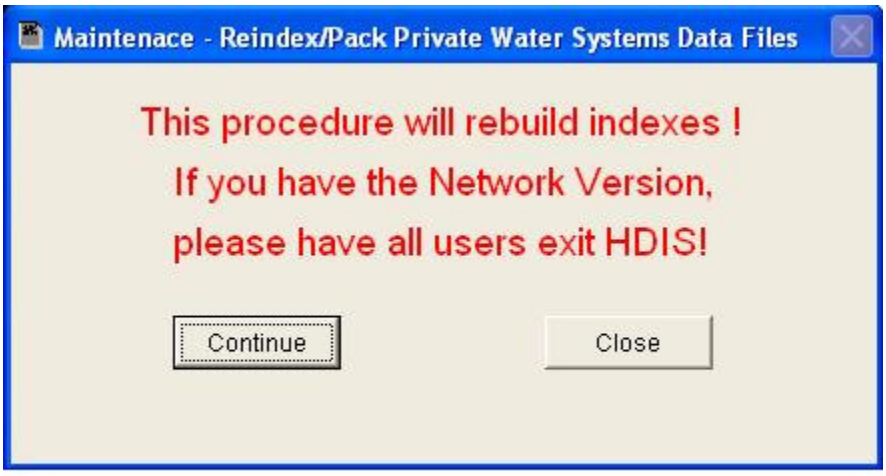

If your health department has the "**Receipts**" module, you have the capability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the data entry windows by pressing the **ALT-R** keys.

## Receipts Pay In Report




If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "**Maintenance**" tab.

## Reindex/Pack Private Water System Files


Maintenace - Reindex/Pack Private Water Systems Data Files
This procedure will rebuild indexes !
If you have the Network Version,
please have all users exit HDIS!
Continue
Close

**This function is only needed should your data be corrupt due to a power failure. Please contact CHC Software if you have any questions or concerns.**

CHC **Software, Inc.**
**Health District Information Systems**
**helpdesk@hdis.org**

CHC **Software, Inc.**
**Health District Information Systems**
**helpdesk@hdis.org**